



**Town of Aurora  
Committee of the Whole  
Meeting Agenda**

**Date:** Tuesday, September 3, 2024  
**Time:** 7 p.m.  
**Location:** Council Chambers, Aurora Town Hall

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Land Acknowledgement</b>	
<b>3. Approval of the Agenda</b>	
<b>4. Declarations of Pecuniary Interest and General Nature Thereof</b>	
<b>5. Community Presentations</b>	
<b>6. Delegations</b>	
<b>6.1 Christina Choo-Hum, Resident; Re: All-way stop installed at Tamarac and Albery creating safety hazard</b>	<b>1</b>
<b>7. Consent Agenda</b>	
<b>7.1 Memorandum from Councillor Thompson; Re: Lake Simcoe Region Conservation Authority Board Meeting Highlights of June 21, 2024</b>	<b>3</b>
1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of June 21, 2024, be received for information.	
<b>8. Advisory Committee Meeting Minutes</b>	
<b>8.1 Mayor's Golf Classic Funds Committee Meeting Minutes of July 31, 2024</b>	<b>5</b>
1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of July 31, 2024, be received for information.	

<b>9.</b>	<b>Community Services Committee Agenda</b>	
9.1	<b>CMS24-031 - Naming Rights Policy</b>	9
	1. That Report No. CMS24-031 be received; and	
	2. That the Naming Rights Policy be approved.	
<b>10.</b>	<b>Corporate Services Committee Agenda</b>	
10.1	<b>CS24-021 - Fence By-law Variance Request</b>	21
	1. That Report No. CS24-021 be received; and	
	2. That a variance to Fence By-law No. 6429-22 to permit the construction of a non-compliant fence in the front yard at 241 Holladay Drive be denied.	
10.2	<b>CS24-022 - Addition of Illumination Requests to the Town's Flag Policy</b>	32
	1. That Report No. CS24-022 be received; and	
	2. That the updated Flag Protocol, Flag Raising and Illumination Request Policy (attachment 1) be approved.	
<b>11.</b>	<b>Finance and Information Technology Committee Agenda</b>	
11.1	<b>FIN24-038 - Asset Management Funding Strategy for 2025 and 2026</b>	53
	1. That Report No. FIN24-038 be received; and	
	2. That the short-term asset management reserve strategy for 2025 and 2026 be approved; and	
	3. That the tax-funded portion of the ATS debt financing of \$7.5M, be funded from the hydro reserve fund, and not debt financed, be approved; and	
	4. That the operating budget for ATS tax-funded debt repayment be redirected to asset management contributions be approved.	
<b>12.</b>	<b>Administration Committee Agenda</b>	
<b>13.</b>	<b>Operational Services Committee Agenda</b>	
13.1	<b>OPS24-020 - Windrow Program Eligibility Criteria</b>	62
	1. That Report No. OPS24-020 be received; and	

2. That the eligibility criteria as described, be approved; and
3. That a cost-recovery amount of \$200 per participating household be approved; and
4. That adoption of the financial assistance criteria as proposed be approved.

**13.2 OPS24-021 - Leash-Free Areas in Aurora** 69

1. That Report No. OPS24-021 be received; and
2. That the 10-year capital priority list for future leash-free areas be endorsed and that staff update the 10-year capital plan accordingly as per funding availability; and
3. That the Mayor be requested to include a capital project for the development and construction of an off-leash trail within the Highland Gate Subdivision in the 2025 capital budget.

**14. Planning and Development Services Committee Agenda**

**14.1 PDS24-065 - New Registration By-law for Additional Residential Units in Single Family Dwelling Unit** 89

1. That Report No. PDS24-065 be received; and
2. That staff bring forward the Registration By-law for Additional Residential Units (ARUs) to a future Council meeting for enactment.

**14.2 PDS24-090 - Updates to Street Naming Policy** 94

1. That Report No. PDS24-090 be received; and
2. That Council approve the updated Street Naming Policy as attached to this report.

**15. Member Motions**

**15.1 Councillor Weese; Re: Review of Train Whistle/Horn Cessation at All Level Crossings in the Town Of Aurora** 103

**16. Regional Report**

**17. New Business**

**18. Public Service Announcements**

19. Closed Session

20. Adjournment



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# Delegation Request

This request and any written submissions or background information for consideration by either Council or Committees of Council is being submitted to Legislative Services.

**Council or Committee (Choose One) \***

Committee of the Whole

**Council or Committee Meeting Date \* **

2024-09-03



**Subject \***

All-Way stop installed at Tamarac and Albery creating safety hazard

**Full Name of Spokesperson and Name of Group or Person(s) being Represented (if applicable) \***

Christina Choo-Hum

**Brief Summary of Issue or Purpose of Delegation \***

The all-way stop installed 7.17.24, while intended by council to promote traffic calming, has in fact, created a traffic hazzard for residents whose driveways are caught in the middle of the "intersection." In addition, I would say it has not calmed traffic and is actually causing people to drive faster to make up perceived lost time. The traffic assessment presented at the council meeting where this was passed indicated no need for traffic calming, and no need for an all-way stop, as per the town's own guidelines. I would like to request another assessment to see if the all-way stop is resulting in traffic calming improvement and also, a safety assessment, given that in three days, I have experienced two near accidents in a location where in 23 years, I have experienced none.

**Have you been in contact with a Town staff or Council member regarding your matter of interest? \***

Yes

No

**Full name of the Town staff or Council member with whom you spoke**

All members of council by email. Wendy Gaertner by telephone. Ron Weese and Rachel Gilleland in person. Michael Ha and Michael Ball. All on multiple dates

**Date you spoke with Town staff or a Council member**

2024-7-12 

**I acknowledge that the Procedure By-law permits five (5) minutes for Delegations. \***

Agree



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Town of Aurora  
**Memorandum**  
Councillor's Office

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**Re:** Lake Simcoe Region Conservation Authority  
Board Meeting Highlights of June 21, 2024

**To:** Mayor and Members of Council

**From:** Councillor Michael Thompson

**Date:** September 3, 2024

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### **Recommendation**

- 1. That the memorandum regarding Lake Simcoe Region Conservation Authority Board Meeting Highlights of June 21, 2024, be received for information.**

### **Attachments**

1. Lake Simcoe Region Conservation Authority Board Meeting Highlights of June 21, 2024

## Board Meeting Highlights

June 21, 2024

### Announcements

- a) CAO Rob Baldwin thanked the Foundation staff and all the volunteers for another very successful, sold-out Annual Dinner held on June 12<sup>th</sup>. He also thanked all the municipal partners who attended for their ongoing support.
- b) CAO Baldwin advised that he and Conservation Ontario's Angela Coleman attended a productive meeting with Newmarket-Aurora MPP and Parliamentary Assistant to the Minister of Natural Resources Dawn Gallagher-Murphy for a discussion on conservation authorities.
- c) CAO Baldwin advised that he recently attended two Provincial announcements; the first on June 13<sup>th</sup> with Ministers Andrea Khanjin and Peter Bethlenfalvy regarding the new urban trail in Uxbridge and the second was with Minister Graydon Smith and his Parliamentary Assistant Dawn Gallagher-Murphy on June 20<sup>th</sup> regarding invasive species funding.

### Staff Reports:

#### Land Inventory

The Board received Staff Report No. 35-24-BOD regarding the Conservation Authority's Land Inventory as required by Ontario Regulation 686/21 Mandatory Programs and Services under the *Conservation Authorities Act*.

#### Ontario Regulation 41/24 – New Hazard Regulation Guidelines

The Board received Staff Report No. 34-24-BOD regarding updates to the *Conservation Authorities Act* and Ontario Regulation 41/24 Implementation Guidelines (formerly Ontario Regulation 179/06 Implementation Guidelines). The Board approved Ontario Regulation 41/24 Implementation Guidelines for implementation effective July 1, 2024.

#### Confidential Human Resources Matter

The Board received Confidential Staff Report No. 36-24-BOD regarding the recipients of the 2024 Conservation Awards and approved the recipients of the 2024 George R. Richardson Award and the 2024 Distinguished Achievement Award.

For more information or to see the full agenda package, visit [LSRCA's Board of Directors' webpage](#).





**Town of Aurora  
Mayor's Golf Classic Funds Committee  
Meeting Minutes**

**Date:** Wednesday, July 31, 2024

**Time:** 10 a.m.

**Location:** Video Conference

**Members Absent:** Angela Covert (Chair)  
Michelle Black  
Shaheen Moledina  
Abe Reiss (Vice Chair)  
Dan Winters

**Members Absent:** Robert Gaby

**Others Present:** Jason Gaertner, Manager, Financial Management  
Michael de Rond, Town Clerk

**1. Call to Order**

The Chair called the meeting to order at 10:02 a.m.

The Vice Chair assumed the Chair at 10:11 a.m.

The Chair reassumed the Chair at 10:14 a.m.

**2. Land Acknowledgement**

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

**3. Approval of the Agenda**

**Moved by** Michelle Black

**Seconded by** Dan Winters

That the agenda as circulated by Legislative Services be approved.

**Carried**

**4. Declarations of Pecuniary Interest and General Nature Thereof**

Angela Covert declared a disqualifying interest for item 7.2 - Application from Aurora Cares Community Action Team; Re: Ongoing Support Initiatives as she is a member of the Team. Angela did not participate in the discussion or vote on the matter.

**5. Receipt of the Minutes**

**5.1 Mayor's Golf Classic Funds Committee Meeting Minutes of June 26, 2024**

**Moved by** Dan Winters

**Seconded by** Michelle Black

1. That the Mayor's Golf Classic Funds Committee Meeting Minutes of June 26, 2024, be received for information.

**Carried**

**6. Delegations**

None.

**7. Matters for Consideration**

**7.1 Application from Canadian Mental Health Association York Region and South Simcoe; Re: Mobile Youth Walk-in Clinic**

**Moved by** Michelle Black

**Seconded by** Abe Reiss

1. That the Application from Canadian Mental Health Association York Region and South Simcoe; Re: Mobile Youth Walk-in Clinic be received; and

2. That the Committee grant the funding request in the amount of \$5,000.00.

**Carried**

**7.2 Application from Aurora Cares Community Action Team; Re: Ongoing Support Initiatives**

**Moved by** Dan Winters

**Seconded by** Shaheen Moledina

1. That the Application from Aurora Cares Community Action Team; Re: Ongoing Support Initiatives be received; and
2. That the Committee grant the funding request in the amount of \$5,000.00.

**Carried**

**7.3 Application from York Region Children's Fund; Re: 2024 Stay in School Awards Program**

**Moved by** Shaheen Moledina

**Seconded by** Dan Winters

1. That the Application from York Region Children's Fund; Re: 2024 Stay in School Awards Program be received; and
2. That the Committee grant the funding request in the amount of \$5,000.00.

**Carried**

**7.4 Application from Empowering Jack Fundraiser; Re: Help Bring Juno Home Campaign**

**Moved by** Dan Winters

**Seconded by** Michelle Black

1. That the Application from Empowering Jack Fundraiser; Re: Help Bring Juno Home Campaign be received; and
2. That the Committee grant the funding request in the amount of \$5,000.00.

**Carried**

Mayor's Golf Classic Funds Committee Meeting Minutes  
Wednesday, July 31, 2024

4

**8. Informational Items**

None.

**9. New Business**

None.

**10. Adjournment**

**Moved by** Dan Winters

**Seconded by** Michelle Black

That the meeting be adjourned at 10:31 a.m.

**Carried**



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Town of Aurora  
**Committee of the Whole**  
No. CMS24-031

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**Subject:** Naming Rights Policy

**Prepared by:** John Firman, Manager, Business Support

**Department:** Community Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. CMS24-031 be received; and
2. That the Naming Rights Policy be approved.

## Executive Summary

The Naming Rights Policy establishes the processes and criteria for naming, renaming or dedicating municipal assets and facilities such as parks and recreation centres.

- The existing Facility Naming Rights Policy was last reviewed in 2006.
- Street Naming is not included in this Policy and will be addressed separately.
- The new Naming Rights Policy combines two earlier policies and provides more detail related to the naming or renaming of Town of Aurora parks and facilities.

## Background

**The existing Facility Naming Rights Policy was last reviewed in 2006.**

Further to the Notice of Motion approved at the Council meeting on November 30, 2021, the current Facility Naming Rights Policy was last reviewed in 2006 and the current Public Facilities Renaming Policy was last reviewed in 2002. Both policies are therefore due for review.

## Analysis

**Street Naming is not included in this Policy and will be addressed separately.**

Street Naming under Planning and Development Services is delegated to the Director of Planning and Development Services as the approval authority. Recently, Council directed Staff to look at the street naming policy in more detail to ensure it captures all the veterans and review the names again to ensure they are all proper and in accordance with the Town's values and review the implementation process.

Due to the specifics of this policy, this directive is best to report back separately than as part of the corporate policy report. A revised Street Naming Policy is being presented as a separate report.

**The new Naming Rights Policy combines two earlier policies and provides more detail related to the naming or renaming of Town of Aurora parks and facilities.**

The existing Facility Naming Rights Policy and Public Facilities Renaming Policy have been combined into one policy. The new policy expands upon what was previously included in the existing policies, and includes the following sections;

- purpose and scope;
- naming principles;
- prioritization;
- criteria;
- processes; and
- responsibilities.

While there are no significant changes to the policy, the additional detail is intended to help clarify roles and responsibilities and other aspects related to policy implementation, including:

- What is included in this policy for naming.
  - Complete facilities such as the Stronach Aurora Recreation Complex, or an entire park.
- What is not included in this policy for naming.
  - Individual amenities within facilities or parks, such as pools, arenas, sports fields, etc.
- Process to be followed depending on who initiates the request for naming/renaming (Council, staff, or a third party.)

- Specific principles and criteria to be considered when considering a name.
  - Historical significance.
  - Location.
  - Names may honour the significant contributions to society.
  - Etc.

## Advisory Committee Review

None

## Legal Considerations

The proposed policy has been reviewed by the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program.

## Financial Implications

There are no financial implications as a result of this report.

## Communications Considerations

There are no communications considerations resulting from this report.

## Climate Change Considerations

The recommendations from this report do not impact greenhouse gas emissions or impact climate change adaptation.

## Link to Strategic Plan

Ensuring the availability of parks and recreation facilities supports the Strategic Plan goal of *Supporting an exceptional quality of life for all* in its accomplishment in satisfying requirements in the following key objective within this goal statement: *Encouraging an active and healthy lifestyle*.

## Alternative(s) to the Recommendation

1. Council may provide further direction.

## Conclusions

That Council approve the Naming Rights Policy, replacing the former Facility Naming Rights Policy (2006) and the Public Facilities Renaming Policy (2002).

## Attachments

1. Naming Rights Policy

## Previous Reports

None

## Pre-submission Review

Agenda Management Team review on August 14, 2024

## Approvals

Approved by Robin McDougall, Director, Community Services

Approved by Doug Nadorozny, Chief Administrative Officer





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Town of Aurora

## Municipal Naming Policy

Community Services Department

Contact: Manager, Business Support, Community Services Department

Approval Authority: Council

Effective: September 25, 2024

### Purpose

This policy establishes the processes and criteria for naming, renaming, or dedicating municipal assets and facilities such as parks, and recreation centres. The main objectives of this policy are:

- To continue the current practice of naming municipal assets after significant geographical, neighbourhood and historical features.
- To recognize, on an exceptional basis, significant contributions that organizations or individuals have made to public life and the well-being of the people of Aurora.
- To ensure a clear, efficient, and timely naming process.
- To ensure the application of key criteria to determine the validity of a commemorative name.
- To ensure a proper approval process and the importance of the role of legislative bodies (i.e. Council approval) are acknowledged.

### Scope

The policy applies to all Town employees and people acting on behalf of the Town, as well as members of Council and the public with respect to naming of municipal assets.

The policy is not intended to address:

- Individual memorial dedications such as commemorative benches, trees, or plaques.
- Naming rights/Sponsorship opportunities of individual amenities within parks, recreation, and culture facilities, such as arenas, pools, meeting rooms, program rooms, sports fields, etc. (Addressed through the Recreation Facility Sponsorship Program.)
- Street naming, which is addressed in the Street Naming Policy.

## Definitions

For the purpose of this Policy, the following definitions shall apply:

**Amenities** – Individual components of a Municipal facility or park such as playgrounds, sports fields, pools, arenas, trails, gazebos, etc.

**Asset** – Any municipal facility or park, but not including specific amenities thereof.

**Commemorative** – The official naming of a municipal park or facility after a person, persons, or family name.

**Council** – The council of the Town of Aurora.

**Municipal Facility** – Town-owned facilities in their entirety, such as the Aurora Community Centre, Aurora Sports Dome, Church Street School, etc.

**Street Naming Registry** – A central repository of all approved street names, as per the Street Naming Policy.

**Naming Rights** – Refers to the granting by the owner of the right to name a piece of property or portions of a property, typically in exchange for financial consideration.

**Parks** – Shall include parkland, open spaces, valley lands, environmentally-protected areas; references to Parks shall be in their entirety, and not include individual amenities including but not limited to trails, playgrounds, lawns, recreation fields/courts, courtyards.

**Sponsorship** - A marketing-oriented, contracted arrangement that involves the payment of a fee or payment in-kind by a company or person(s) in return for the right to a public association with an activity, item, person, or property for mutual commercial benefit. Sponsorships may be in the form of financial assistance, non-cash goods or a contribution of skills or resources.

**Town** – The Corporation of the Town of Aurora, its departments, and staff.

## Policy

### General Provisions

The naming, renaming and dedication of municipal assets shall be the responsibility of the Council of the Town of Aurora.

The intent of naming is for permanent recognition or, where approved by Council for the purpose of providing sponsorship opportunities, such as in the naming of a community recreation centre (e.g., Stronach Aurora Recreation Complex).

The renaming of municipal assets is strongly discouraged as it significantly impacts the Town and the community.

### *Naming Principles*

When a municipal asset is named or renamed, the following principles shall be considered:

- Names shall be unique; name duplication and use of similar sounding or spelled names is discouraged.
- Names should give a sense of place, continuity, belonging and celebrate the distinguishing characteristics and uniqueness of Aurora.
- Names should maintain a long-standing local area identification with the residents of Aurora.
- Names should promote pride in the Town of Aurora, acknowledge local heritage, history, and recognize unique features and geography (such as names that relate to local history, places, events, native wildlife, flora, fauna and natural features or unique characteristics of a neighbourhood or area).
- The rationale associated with the use of a particular name shall be understandable to the majority of Aurora residents.
- Names from the Street Naming Registry may also be considered, at the discretion of Council.
- Names shall not be discriminatory, derogatory, or political in nature; names conveying a secondary negative or offensive connotation, any sexual overtones, inappropriate humour, slang or double meanings shall be avoided.
- Names shall assist with emergency response situations by being consistent with street names and geographical locations.
- Names with hyphens, apostrophes or dashes shall be discouraged but may be considered on an individual basis.
- Names may honour the significant contributions of an individual or family, including elected or appointed public officials, Town administrative officials or staff, which

shall not be considered unless the official has retired from public office.

- Names may recognize the contributions of organizations such as a partnership or sponsorship with or without financial contributions.
- The form of signage shall be consistent with Town signage guidelines.
- The cost associated with a naming/renaming (including but not limited to signage, ceremonial costs, legal costs, etc.) will be the responsibility of the Town when the naming/renaming has been initiated by the Town or when naming/renaming is part of a sponsorship agreement. The cost will be the responsibility of the community or corporate entity when the naming/renaming has been initiated by the community/corporate entity, unless otherwise approved by Council.
- The Town of Aurora makes all final decisions concerning what is placed or occurs on Town property and in its facilities.
- Naming of an asset shall not imply endorsement of a company or its products and services and should prohibit partners from making statements which suggest a company's products and services are endorsed by the Town.
- Naming of a park or facility should not result in or be perceived as giving any preferential treatment with respect to procurement or any commercial dealings with any private entity or with respect to any Town policy and procedure.

### *Prioritization*

Priority shall be given to naming, renaming or dedicating municipal assets after:

- The area or street in which the property or facility is located to provide a geographical association to help the public to locate a park, bridge, or facility more easily.
- The most dominant "constant feature either within or nearby" the selected site such as an associated significant ecological or natural resource feature.
- A historical name related to Aurora's heritage and/or historical folklore.
- An event or person of international, national, or provincial significance.
- An organization or individual to recognize:
  - particular activities and significant contributions to the community; and/or
  - outstanding contributions and/or sponsorships made toward the

development and/or enhancement of a property or facility.

### **Specific Criteria for Commemorative Naming**

Where the commemorative naming of a municipal facility or park, is being requested, at least one of the following criteria shall apply:

- The nominated individual shall have demonstrated excellence, courage, or exceptional service to the citizens of the Town of Aurora, the Province of Ontario and/or Canada, including veterans of military conflicts.
- The nominated individual shall have an extraordinary community service record.
- The nominated individual shall have worked to foster equality and reduce discrimination.
- The nominated individual shall have a direct relationship or association that existed between the place of residence or community efforts undertaken by the individual and the property, facility, or amenity to be named.
- The nominated individual may be recognized for a significant financial contribution to a park or facility, where that contribution significantly benefits the community that the park or facility serves.
- The nominated individual name shall have historical significance.

Where the name of an individual or organization is so used, approval shall be obtained from the individual (his/her family) or the organization for such naming.

#### *Single Use*

A commemorative name should only be used once. The single use of a commemorative name shall apply as of the effective date of this policy.

#### *Renaming of Commemoratively Named Assets*

The names of municipal assets named commemoratively should not be changed unless it is found that the individual's personal character is, or was, such that the continued use of their name for a park or facility would not be in the best interest of the community.

## **Processes**

The naming process for municipal assets may involve a different course of action depending on the circumstances surrounding the request/requirement for naming.

### *Council initiated naming/renaming*

- Council may at any time initiate the process of naming an asset by Member Motion.

### *Staff recommendation for naming/renaming*

- Staff shall review this policy to ensure that the proposed name conforms to the criteria herein.
- Staff prepare a report to Council for consideration.

### *Third party initiated naming/renaming*

- Upon receipt of a proposed asset naming/renaming, staff shall review the proposal with the CAO.
- Upon approval from the CAO, staff shall review the third-party request against the criteria outlined in this policy, and if determined to meet the criteria, staff will prepare a report to Council for consideration.

Town of Aurora Council has the final authority for approving any naming of a municipal asset.

## **Renaming**

Generally, changing the name of an existing asset is not encouraged. However, if it is deemed appropriate to change the name, the renaming process shall be identical to the naming process and require Town Council as the final authority for approving the proposed municipal asset name. However, the renaming of an existing commemoration shall be subject to a minimum of a 60-day public consultation period. If an application is intended to displace an existing commemorative name, before a Renaming Application is accepted, the nominator must have written permission from the family or next of kin of the person that is to be displaced. Where a renaming has been initiated because of a development proposal, the proponent may be required to resolve any opposition that may exist to the renaming, prior to the presentation of a report to Council.

### Renaming process:

1. Requests for renaming of a public asset shall be submitted in writing to the appropriate department (e.g., Community Services for renaming of recreation facilities, Operational Services for renaming of parks).
2. Staff will conduct, where possible, comprehensive research into the history and rationale associated with the existing name of the facility being proposed for renaming. This will include communicating with any remaining family descendants of the named person, the Aurora Museum and Archives, and the Aurora Historical Society.
3. The receiving department shall submit a Report to Council outlining the details of the renaming request and all of the pertinent history associated with the pre-existing facility name and outline any potential conflicts that the renaming may present. The report will include all aspects of the renaming proposal including approximate financial implications associated with revision to maps, signage, and other printed material.
4. Following the direction of Council, staff will circulate appropriate notice of the proposed renaming to the following interested stakeholders and public, advising of the intended name change and a timeframe within which to submit any comments.
  - a. Remaining family members or individuals that can be identified and are in any way associated or connected with the existing asset name.
  - b. Family members or individuals associated with the proposed new name of the asset.
  - c. The Aurora Historical Society.
  - d. The public at large, through appropriate media and the Town's website for a 60-day period.
  - e. Responses will be received from any of the above contacts for a period of 60 days from the date of the initial communication.
5. The above process does not apply to renaming of an Asset currently named in accordance with a Sponsorship, where that sponsorship agreement is nearing conclusion.

## **Other**

A Member of Council may also request that a municipal asset be considered for renaming, in accordance with the renaming process outlined above, through a member motion.

## **Responsibilities**

### **All Staff**

Staff shall refer all requests for naming or renaming of a municipal asset to their department head.

### **Management**

Management shall refer all requests for naming or renaming of a municipal asset to their department head and provide support in reviewing the requests where appropriate.

### **Executive Leadership**

The Executive Leadership Team shall provide appropriate direction to staff and report to Council in accordance with this policy.

### **Specific Departments**

The Community Services Department shall be responsible for the administration of this policy as it pertains to the naming/renaming of Facilities, Facility Amenities, and Park Amenities that fall within the scope of the Recreation Facility Sponsorship Program.

The Operational Services Department shall be responsible for the administration of this policy as it pertains to the naming/renaming of Parks and Park Amenities.

## **References**

1. Street Naming Policy
2. Park Bench Donation Program
3. Memorial Tree Planting Policy
4. Recreation Facility Sponsorship Program

## **Review Timeline**

This policy will be reviewed 5 years after the initial approval date.





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Town of Aurora  
**Committee of the Whole Report**  
No. CS24-021

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**Subject:** Fence By-law Variance Request

**Prepared by:** Alexander Wray, Manager of Bylaw Services

**Department:** Corporate Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. CS24-021 be received; and
2. That a variance to Fence By-law No. 6429-22 to permit the construction of a non-compliant fence in the front yard at 241 Holladay Drive be denied.

## Executive Summary

The purpose of this report is to consider a request from the property owner of 241 Holladay Drive to erect a front yard fence with a maximum height of 1.80 metres. The permitted height in the Town's Fence and Pool Enclosure By-law No. 6429-22 (the "By-law") is 1.2 metres. The proposed fence will serve as an extension of space for the property's side yard, which currently serves as its backyard. If approved, the fence will exceed the permitted height of a front yard fence by 0.60 meters.

- If a variance to the Town's existing By-law is granted, it is likely to set a community precedent.
- Historical data indicates that the Town has only received three formal requests for a fence variance or exemption in the past.

## Background

The subject property is an end unit townhome situated in the Leslie Street and Holladay Drive neighbourhood of Ward 6. The dwelling is a corner lot which fronts onto Holladay Drive. The Fence and Pool Enclosure By-law No. 6429-22, being a By-law to regulate and prescribe the standards for fences and pool enclosures (the "By-law"), permits the

height of 1.2 metres for a fence in a front yard of a residential neighbourhood. The proposed fence will measure a maximum of 1.8 metres in height and exceeds the permitted height. Additionally, the By-law requires front yard fences to be constructed using Open-Fence Construction.

The property owner has proactively contacted the Bylaw Services Division to seek approval for the proposed fence. As part of their application, the property owner has submitted three letters of support from adjacent property owners. Bylaw Services has provided notice to all abutting property owners advising them of the variance request and how they can delegate to Council.

## **Analysis**

**If a variance to the Town's existing By-law is granted, it is likely to set a community precedent.**

Fencing is a common solution to address privacy, security, and aesthetics. A variance to the By-law would set a precedent within the community and may permit other properties to go through the same process. By permitting the variance both current and future decisions may be viewed as subjective and would strongly diminish the integrity of the Town's By-law.

**Historical data indicates that the Town has only received three formal requests for a fence variance or exemption in the past.**

Available historical data indicates that the Town has only received three formal fence exemption requests in the past. Report No. BA05-016 was brought to Council in December 2004 to address noise and dust concerns at 15516 Leslie Street as a result of development on the State Farm/Desjardins lands. This fence has since been removed due to redevelopment on the property. Report No. CS19-011 was brought forth in February 2019 for privacy reasons at 203 St. John's Sideroad West, and in November 2021, Report No. CS21-059 was brought forth for an illegal fence on Knowles Crescent. At the respective Council meetings, Council approved the request for 15516 Leslie Street and refused the requests for the remaining properties.

## **Advisory Committee Review**

Not applicable.

## **Legal Considerations**

In accordance with Section 9 of the By-law, where a proposed fence does not comply with the By-law, the owner may request a variance from any of the applicable provisions of the By-law, including height. Council is the approval authority for all variance requests. Any decision of Council is deemed to be final without any further right of appeal.

If Council approves the variance request, any variance granted is effective and valid until such time as the fence to which the variance applies is substantially replaced or removed entirely, unless otherwise specified by Council as part of its decision.

## **Financial Implications**

There are no financial implications to the Town as a result of this report.

## **Communications Considerations**

There are no communications considerations as a result of this report.

## **Climate Change Considerations**

The items for consideration in this report do not impact climate change.

## **Link to Strategic Plan**

N/A

## **Alternative(s) to the Recommendation**

1. Council approve the applicant's request for a Fence variance at 241 Holladay Drive, until such time that the fence requires replacement.

## **Conclusions**

For reasons outlined in this report, staff are recommending the provisions of the By-law be upheld and the variance request refused.

## **Attachments**

Attachment 1 – Property Photographs

Attachment 2 – Lot Survey

Attachment 3 – Letters of support

## **Previous Reports**

N/A

## **Pre-submission Review**

Agenda Management Team review on August 15, 2024

## **Approvals**

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer

OVIDIU BERINDEAN  
241 HOLLADAY DRIVE, AURORA, ON  
PHOTOS RE: APPLICATION FOR FENCE VARIANCE

Attachment 1



PHOTO 03 - FRONTAGE (WEST ELEVATION, FACING HOLLADAY DRIVE)



PHOTO 04 - FRONTAGE (WEST ELEVATION, FACING HOLLADAY DRIVE)

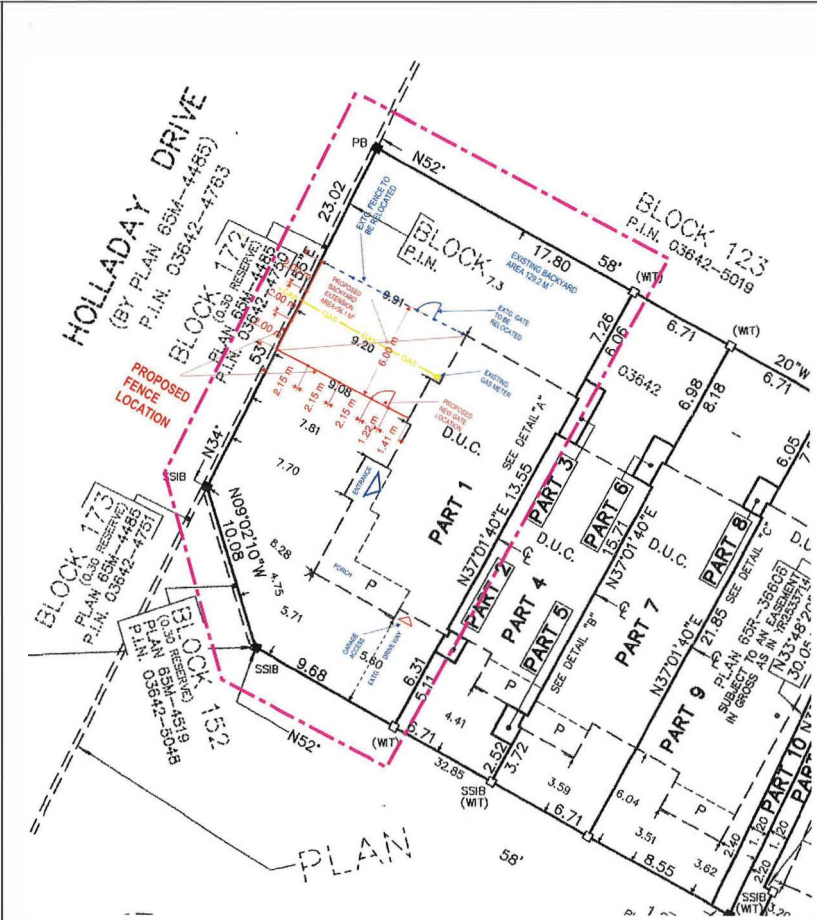
OVIDIU BERINDEAN  
241 HOLLADAY DRIVE, AURORA, ON  
PHOTOS RE: APPLICATION FOR FENCE VARIANCE



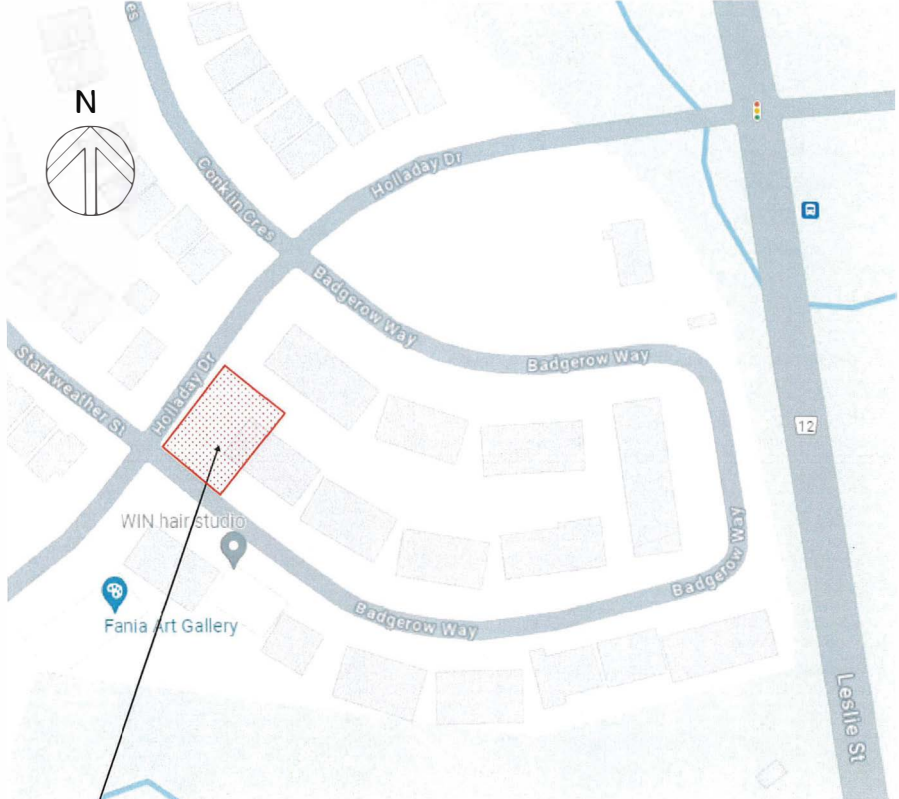
PHOTO 01 - FRONT ELEVATION (SOUTH, FACING BADGEROW WAY)



PHOTO 02 - FRONT ELEVATION (SOUTH, FACING BADGEROW WAY)



SCALE: 1:300

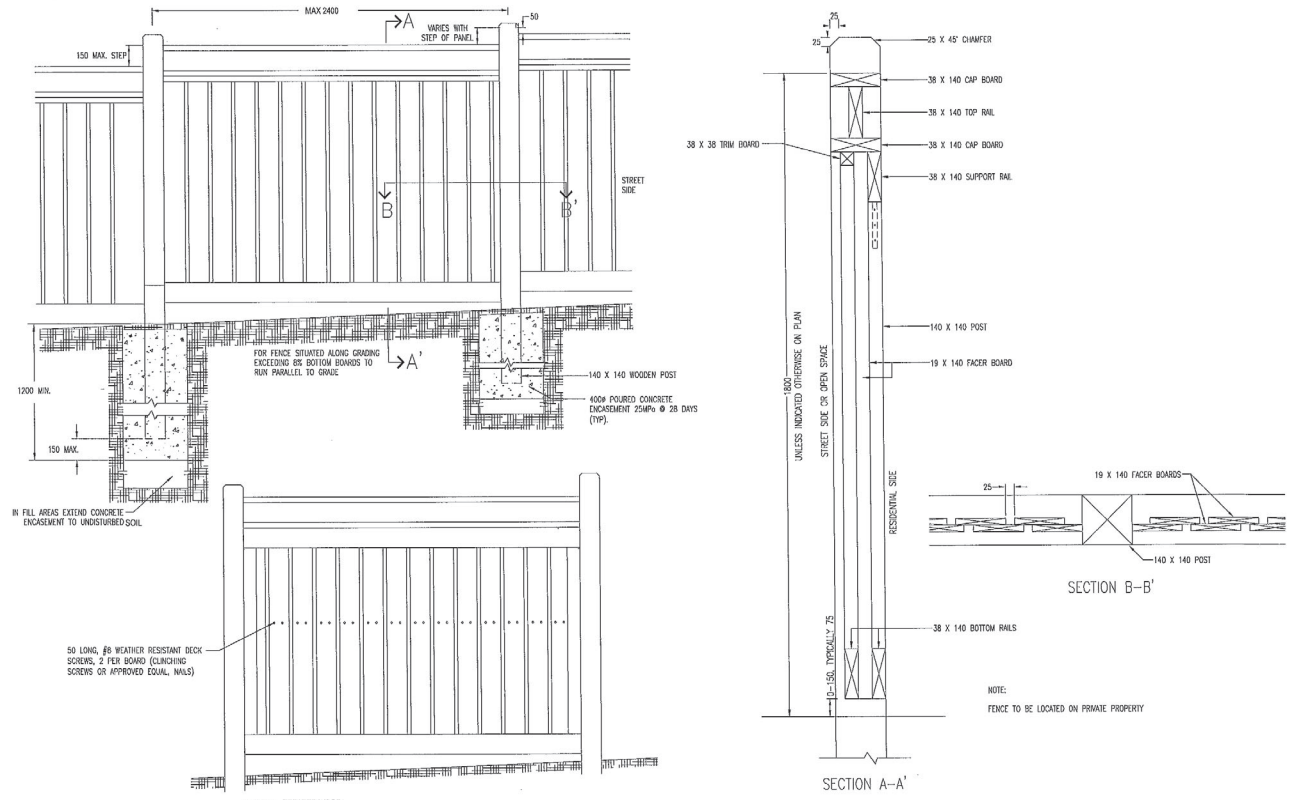


SITE LOCATION:  
241 HOLLADAY DR. AURORA, ONT.  
L4G 0Z4

SCALE: NTS

PROPOSED BACKYARD EXTENSION AND FENCE RELOCATION HAS BEEN OVERLAYED ON SNAP SHOT TAKEN FROM: PLAN OF SURVEY OF BLOCKS 127, 128, 129 AND 130 PLAN 65M-4519 TOWN OF AURORA REGIONAL MUNICIPALITY OF YORK

PROJECT NAME:	BACKYARD EXTENSION-RELOCATION PRIVACY FENCE	DRAWN BY OWNER:	OVIDIU BERINDEAN	PROJECT No	2024-01
PROJECT ADDRESS:	241 HOLLADAY DRIVE, AURORA, ONT.	DATE	June 07, 2024	PROJECT No	
DRAWING TITLE:	SITE PLAN	SCALE	AS SHOWN		DWG.1



FOR FENCE SITUATED ALONG GRADING EXCEEDING 6% BOTTOM BOARDS TO RUN PARALLEL TO GRADE

140 X 140 WOODEN POST

4000 POURED CONCRETE ENCASEMENT 25MPa @ 28 DAYS (TYP.)

1200 MIN.

150 MAX.

IN ALL AREAS EXTEND CONCRETE ENCASEMENT TO UNDISTURBED SOIL

50 LONG, #8 WEATHER RESISTANT DECK SCREWS, 2 PER BOARD (CLINCHING SCREWS OR APPROVED EQUAL, NAILS)

MATERIAL: TREATED WOOD  
 COLOUR SPECIFIED TO BE "HC 103 CROWMELL GREY" HISTORIC COLOUR BY BENJAMIN MOORE OR APPROVED EQUAL AS APPROVED BY THE TOWN.

**1** 1.8M HIGH WOOD PRIVACY FENCE  
 NTS

PROJECT NAME:	BACKYARD EXTENSION-RELOCATION PRIVACY FENCE	DRAWN BY OWNER:	OVIDIU BERINDEAN	PROJECT No	2024-01
PROJECT ADDRESS:	241 HOLLADAY DRIVE, AURORA, ONT.	DATE	June 07, 2024	PROJECT No	
DRAWING TITLE:	FENCE DETAIL	SCALE	AS SHOWN		<b>DWG.2</b>



June 7, 2024

Attachment 3

Town of Aurora  
Bylaw Services  
229 Industrial Parkway North,  
Aurora, ON, L4G 4C4

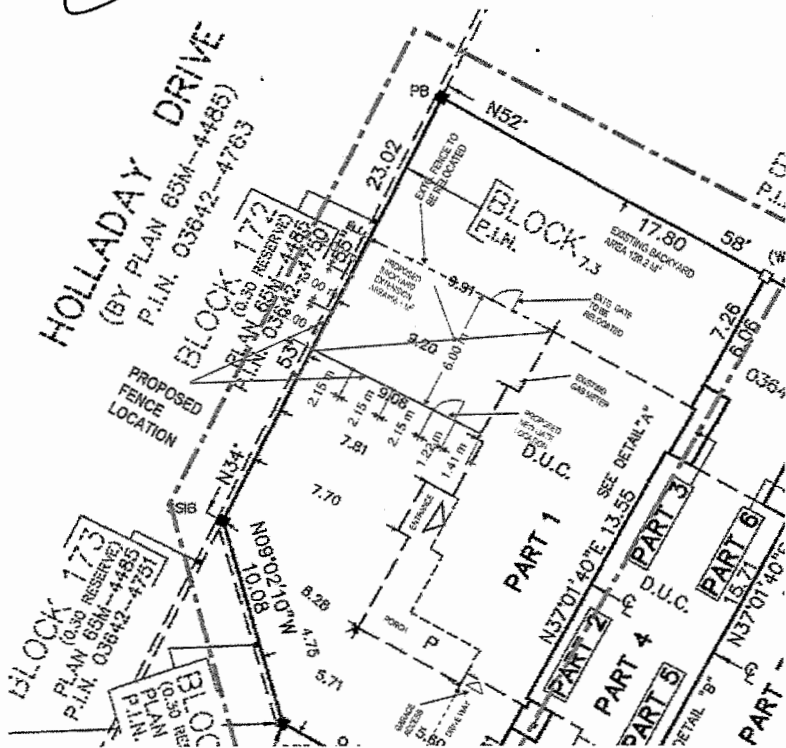

**To Whom It May Concern**

**Re: Adjacent Property Owner - Letter of Support**

I, DORIS YARU LIU, the owner of the property located at 242 Holladay Drive, Aurora, ON, am aware that my neighbour OVIDIU BERINDEAN, owner of the property located at 241 Holladay Drive is in the process of submitting the application for Fence Variance, requesting the fence extension within his property as outlined in the sketch below and I support his initiative on this matter without having any concerns.

Yours very truly,

DORIS YARU LIU



June 7, 2024

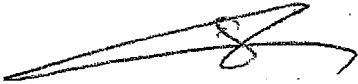
Town of Aurora  
Bylaw Services  
229 Industrial Parkway North,  
Aurora, ON, L4G 4C4

**To Whom It May Concern**

**Re: Adjacent Property Owner - Letter of Support**

We, SOHAIL TAJ MUHAMMAD and RUKKY JANGIZI, the owners of the property located at 247 Holladay Drive, Aurora, ON are aware that our neighbour OVIDIU BERINDEAN, owner of the property located at 241 Holladay Drive is in the process of submitting the application for Fence Variance, requesting the fence extension within his property as outlined in the sketch below and we support his initiative on this matter without having any concerns.

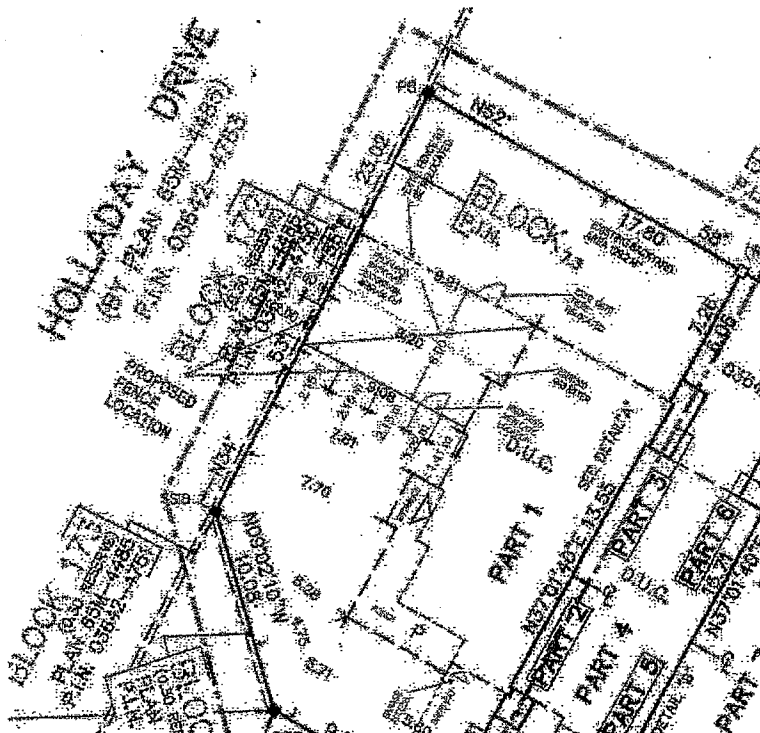
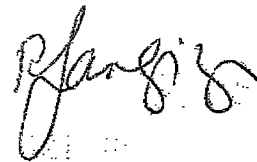
Yours very truly,



SOHAIL TAJ MUHAMMAD



RUKKY JANGIZI



June 7, 2024

Town of Aurora  
Bylaw Services  
229 Industrial Parkway North,  
Aurora, ON, L4G 4C4

**To Whom It May Concern**

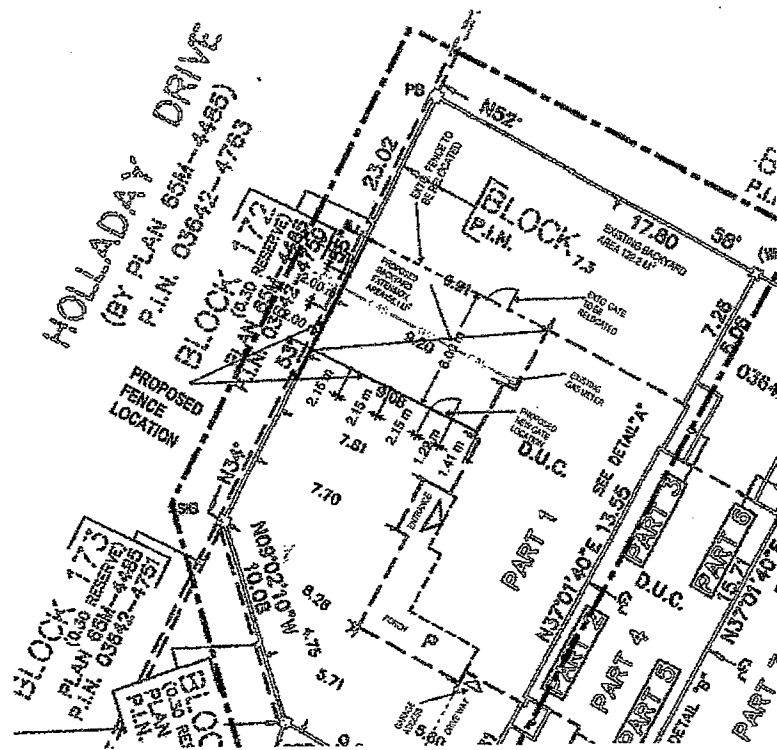
**Re: Adjacent Property Owner - Letter of Support**

We, NICK VITTAS and VOULA VITTAS, the owners of the property located at 235 Holladay Drive, Aurora, ON are aware that our neighbour OVIDIU BERINDEAN, owner of the property located at 241 Holladay Drive is in the process of submitting the application for Fence Variance, requesting the fence extension within his property as outlined in the sketch below and we support his initiative on this matter without having any concerns.

Yours very truly,

*Nick Vittas*  
NICK VITTAS

*VOULA VITTAS*  
VOULA VITTAS





100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Committee of the Whole Report**  
No. CS24-022

---

**Subject:** Addition of Illumination Requests to the Town's Flag Policy

**Prepared by:** Michael de Rond, Town Clerk

**Department:** Corporate Services

**Date:** September 3, 2024

---

## Recommendation

1. That Report No. CS24-022 be received; and
2. That the updated Flag Protocol, Flag Raising and Illumination Request Policy (attachment 1) be approved.

## Executive Summary

This report seeks approval to include illumination requests as part of the Flags Protocol and Flag Raising policy. The report touches on the following;

- The new building at Aurora Town Square, located at 50 Victoria Street, will be able to illuminate the exterior of the façade enabling the Town to accept illumination requests.
- Minor updates to the policy have also been included for adoption.

## Background

The current Flag Protocol and Flag Raising policy guides staff with regards to proper protocol for how and where the Town displays National, Provincial and local flags. The policy also provides criteria for the flying of community flags that promote an event or cause.

The original Flag Protocol and Flag Raising policy was approved by Council on May 11, 2015. Since then, staff have reviewed the policy every two to three years, however, further updates requiring Council approval have not been deemed necessary until now.

## Analysis

**The new building at Aurora Town Square, located at 50 Victoria Street, will be able to illuminate the exterior of the façade enabling the Town to accept illumination requests.**

Requests for illumination of Town buildings have become more frequent in recent years. Many charities and not-for-profits prefer the greater exposure illumination provides (particularly at night) versus a flag raising at Town Hall. It's also much more cost-effective for these groups without time and flag expenditures. With the enhanced illumination capabilities of the new building at Aurora Town Square, staff recommend that illumination requests be accepted and approved by the Town Clerk in accordance with the terms outlined in the attached "Flag Protocol, Flag Raising and Illumination Policy."

For those not familiar with illuminating the exterior façade of a building in support of a cause and seeking an example, the [CN Tower also accepts requests for illumination](#) as well.

**Minor updates to the policy have also been included for adoption.**

Staff have taken this opportunity to update language, correct errors and transfer the policy to the new policy template.

## Advisory Committee Review

None

## Legal Considerations

The proposed policy has been reviewed by the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program.

## Financial Implications

There are no financial implications as a result of this report.

## **Communications Considerations**

Communications will inform the public about the changes to the Flag Protocol and Flag Raising policy by posting to the website and updating the webpage to accept illumination requests.

## **Climate Change Considerations**

None

## **Link to Strategic Plan**

Accepting illumination requests strengthens the Town's commitment to increasing awareness of our not-for-profit partners.

## **Alternative(s) to the Recommendation**

1. Council provide direction.

## **Conclusions**

This report seeks approval to start accepting illumination requests for the new building at Aurora Town Square, located at 50 Victoria Street.

## **Attachments**

Attachment 1 – Flag Protocol, Flag Raising and Illumination Policy (clean)

Attachment 2 – Flag Protocol, Flag Raising and Illumination Policy (track changes)

## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review on August 14, 2024

## **Approvals**

**Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor**

**Approved by Doug Nadorozny, Chief Administrative Officer**



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Policy**  
Legislative Services

Attachment 1

Contact: Town Clerk, Legislative Services

Approval Authority: Council

Effective: May 11, 2015

Revised: September 24, 2024

---

## Flag Protocol, Flag Raising and Illumination Policy

### Purpose

This policy establishes a framework to govern the regular protocol for flying flags at all Town facilities, and the criteria for the approval of the raising of International or Civic Flags or Community Flags. Additionally, this policy defines the parameters for receiving and approving illumination requests for the building located at 50 Victoria Street in Aurora Town Square.

### Scope

This policy applies to the flying of flags outside all Town Facilities and to illumination requests received for 50 Victoria Street. Additionally, the “Flying a Flag at Half Mast” section of this policy applies to any flag display regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities (e.g. the flag displays located within the medians of Wellington Street).

### Definitions

#### Clerk

The Clerk appointed by the Council pursuant to requirements of section 228 of the [Municipal Act, 2001, S.O. 2001, c. 25](#), as amended, or their designate.

#### Council

The Aurora Town Council.

#### Community Flag

The flag adopted by any non-governmental organization. For greater certainty Community Flag does not include a flag that in the opinion of the Clerk is an International or Civic Flag.

#### CYFS

The Central York Fire Services.



**CYFS Facilities**

Any building owned or leased by the CYFS within Aurora.

**Flying a Flag at Half-Mast**

The action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

**Illumination**

The use of multi-colour lighting installations to light the façade of the building located at 50 Victoria Street in support of a cause.

**International or Civic Flag**

Any official flag of:

- A sovereign state other than Canada, including official territorial divisions established by a particular sovereign state (e.g. states, provinces, municipalities, etc.); or,
- Any recognized international governmental / treaty organizations (e.g. United Nations, NATO, etc.)

**Logo**

A flag displaying a logo and / or brand of the Town but does not include the Official Town Flag.

**National Flag of Canada**

The flag approved by the Parliament of Canada as a national symbol of Canada.

**Official Canadian Flags**

A flag recognized by a competent Canadian federal or provincial government authority (e.g., the Sovereigns Personal Standard, The Governor General's standard, etc.), but does not include the National Flag of Canada.

**Official Town Flag**

The flag adopted by Council as a symbol of the municipality, and any flag that is granted to the Town or approved by the Canadian Heraldic Authority but does not include a Logo Flag.

**Ontario Provincial Flag**

The flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

**Procedural By-law**

The Town's Procedure By-law, that is enacted by Council in accordance with the requirements of subsection 238(2) of the [Municipal Act, 2001, S.O. 2001, c.25](#), as amended.

## **Town**

The Corporation of the Town of Aurora.

## **Town Facilities**

Any building owned or leased by the Town for the purpose of providing municipal services.

## **Policy**

### **General Principles**

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Town will fly flags having regards to well established protocol for the flying of flags, including but not limited to:
  - The rules and protocols established by the Government of Canada for the National Flag of Canada.
  - The rules and protocols established by the Government of Ontario for the Ontario Provincial Flag.
- The Town will only fly International or Civic Flags of organizations that are approved or recognized by federal, provincial or municipal governments of Canada.
- The Town will not fly flags at any Town Facility representing groups or organizations whose principles, purposes, or activities are contrary to the laws of Canada, the laws of the Province of Ontario, or contrary to the principles of the Town.
- Flags at Town Facilities will be flown at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents of the Town.

### **Customary Flag Protocol**

- a) The Town will fly the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag at all Town Facilities, in a configuration described in this policy.
- b) Notwithstanding section (a) of the policy, the Town may fly a flag associated with an award or recognition of significance received by the Town in place of the Official Town Flag.
- c) Only one flag may be flown on a single flagpole at the same time.

- d) Flags must be in good condition. When a flag becomes worn, noticeably faded, or otherwise unfit for display, it must be disposed of in a dignified manner and in accordance with the National Flag of Canada etiquette.

### **Three (3) Flagpole Display**

- e) Where a Town Facility has a three (3) flagpole display, the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag will be flown. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the display, the Provincial Flag of Ontario will fly to the left of the National Flag of Canada, and the Official Town Flag will be flown to its right. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

### **Two (2) Flagpole Display**

- f) Where a Town Facility has a two (2) flagpole display, the National Flag of Canada and the Official Town Flag will be flown. As the customary position of honour, the left flagpole to an observer facing the display will be used to fly the National Flag of Canada. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

### **One (1) Flagpole Display**

- g) The National Flag of Canada will be flown at a Town Facility with only one (1) flagpole. Other flags will not be flown on these flagpoles, except in the circumstances noted in the “Official Canadian Flags and International Flags” section, and the “Community Flag Raising” section of this policy.

### **Aurora Cenotaph**

- h) Notwithstanding the provisions of sections (a) to (f) of this policy, the flag(s) flown at the Aurora Cenotaph will follow the protocol established by the Royal Canadian Legion.

### **Logo Flag**

- i) Where a Town Facility has a four (4) flagpole display, the National Flag of Canada, the Ontario Provincial Flag, the Official Town Flag, and the Logo Flag will be flown. To an observer facing the display the National Flag of Canada will be flown on the left flagpole, the Provincial Flag of Ontario will fly to the immediate right of the National Flag of Canada, the Official Town Flag will fly to the immediate right of the Provincial Flag of Ontario, and the Logo Flag will be flown to the immediate right of the Official Town Flag. Other flags will not be flown on these flagpoles, except in the circumstances noted in, the “Official Canadian

Flags and International Flag Raising” section, and the “Community Flag Raisings” section of this policy.

### **Official Canadian Flags and International Flag Raisings**

The Town may fly Official Canadian Flags or International or Civic Flags as part of an official visit by a dignitary or delegation, or for periods of time determined appropriate by the Clerk

When flying Official Canadian Flags or International or Civic Flags, the Clerk will coordinate the proper display of the flag or symbol in consultation with the proper protocol authorities.

### **Community Flag Raisings**

A request to fly a Community Flag at a Town Facility will be submitted to the Clerk in writing at least four (4) weeks prior to the date on which the flag is to be flown.

The Clerk is delegated the authority to approve and deny any request to fly a Community Flag at a Town Facility. When considering the request, the Clerk will have regard for the General Principles and Community Flag Raising Criteria sections of this policy and past practice of the Town.

Where a proclamation has been issued by the Mayor in accordance with the [Procedural By-law](#), a request to raise a flag associated with that proclamation will be deemed to meet any criteria set-out in this policy.

The Clerk may refer any request to fly a Community Flag at a Town Facility for Council’s consideration when deemed appropriate by the Clerk.

### **Community Flag Raising Criteria**

The Town will only fly a Community Flag at a Town facility that is the flag of a non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town.

The Community Flag of a partisan or religious organization or group, as determined by the Clerk, will not be flown at a Town Facility.

### **Flying a Flag at Half-Mast**

#### **Official Mourning**

Flags at all Town facilities, as well as flag displays regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities, will be flown at half-mast to mark periods of official mourning upon the death of:

- a) The Sovereign.

- b) A Member of the Canadian Royal Family.
- c) The Governor General of Canada, or a former Governor General.
- d) The Prime Minister of Canada, or a former Prime Minister of Canada.
- e) The Leader of His Majesty's Loyal Opposition, Parliament of Canada.
- f) The Lieutenant Governor of Ontario.
- g) The Premier of Ontario, or a former Premier of Ontario.
- h) The Leader of His Majesty's Loyal Opposition, Legislative Assembly of Ontario
- i) A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario.
- j) The Regional Chair or a former Regional Chair.
- k) The Mayor or a former Mayor.
- l) A Member of Council or a former Member of Council.
- m) A current employee of the Town.
- n) A current member of Central York Fire Services.
- o) A York Region Police Officer who dies in the line of duty.
- p) A resident of the Town, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

### **Duration of Official Mourning**

In the case of a national or provincial official referred to in sections (a) to (i) under Official Mourning of this policy, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol offices.

In the case of an official referred to in sections (j), (n), (o) and (p), under Official Mourning flags will be flown at half-mast for the same duration as established by the organization named in each of those sections.

In the case of a Town official or employee referred to in subsections (k) to (m) under Official Mourning, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual. Flags will normally be flown at half-mast for no more than five (5) days except in exceptional circumstances at the discretion of the Clerk.

### **Annual Commemoration of Solemn Occasions**

Flags will be flown at half-mast, at all Town facilities, to commemorate the following solemn occasions on the appropriate days:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6).

### **Other Solemn Occasions**

The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Clerk having regards to the [General Principles](#) of this policy.

### **CYFS Facilities**

Recognizing that the CYFS is an entity of the Town of Newmarket, the Clerk is delegated the authority to establish protocols between the Town and the CYFS to facilitate the flying of flags at half-mast at CYFS Facilities during periods of official mourning or the commemoration of other solemn occasions referred to in the following sections of this policy:

- [Official Mourning](#)
- [Duration of Official Mourning](#)
- [Annual Commemoration of Solemn Occasions](#)
- [Other Solemn Occasions](#)

### **Illumination Requests**

Organizations can request the illumination of the building located at 50 Victoria Street to support a specific cause. The Town will acknowledge requests from non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town. Requests for illumination must be made four (4) weeks prior to the requested date of illumination and include the following:

- Name of requesting organization.
- Contact information.
- Requested event / occasion.
- Date and time of event / occasion.
- Explanation or purpose of the event / occasion
- Description of the applicant, including any local, national, or international affiliation, brief history, and any other relevant information
- Colour of lights requested.

When a request is received, the Town Clerk will review and approve the request based on the following points:

- The nature of the cause.
- The organization's history and background, as provided in the request form.
- The participation of any other building(s) or monument(s).
- The diversity of causes presented throughout the year.

The Clerk may refer any request for illumination at 50 Victoria Street for Council's consideration when deemed appropriate by the Clerk.

The Clerk may apply discretion to approve or deny a lighting request and reserves the right to cancel a lighting request as necessary.

## **Responsibilities**

### **Council**

- Approving and amending this Policy; and
- Deciding on any matter referred by the Clerk to Council.

### **Town Clerk**

- Exercising any authority delegated to the Clerk by this Policy;
- Administering the operation of this Policy;
- Interpreting this Policy; and
- Creating any procedure that the Clerk deems necessary and expedient to implement this Policy.
- Approving community flag raising and illumination requests.

## **Monitoring and Maintenance**

CAO / Directors / Managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or CAO.

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora  
**Policy**  
Legislative Services

Attachment 2

Contact: Town Clerk, Legislative Services

Approval Authority: Council

Effective: May 11, 2015

Revised: [September 24, 2024](#)

---

## **Flag Protocol, ~~and~~ Flag Raising and Illumination Policy**

### **Purpose**

This policy establishes a framework to govern the regular protocol for flying flags at all Town facilities, and the criteria for the approval of the raising of International or Civic Flags or Community Flags. [Additionally, this policy defines the parameters for receiving and approving illumination requests for the building located at 50 Victoria Street in Aurora Town Square.](#)

### **Scope**

This policy applies to the flying of ~~flags~~ outside all Town Facilities [and to illumination requests received for 50 Victoria Street](#). Additionally, the "Flying a Flag at Half Mast" section of this policy applies to any flag display regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities (e.g. the flag displays located within the medians of Wellington Street).

### **Definitions**

#### **Clerk**

The Clerk appointed by the Council pursuant to requirements of section 228 of the [Municipal Act, 2001, S.O. 2001, c. 25](#), as amended, or their designate.

#### **Council**

The Aurora Town Council.

#### **Community Flag**

The flag adopted by any non-governmental organization. For greater certainty Community Flag does not include a flag that in the opinion of the Clerk is an International or Civic Flag.

#### **CYFS**

The Central York Fire Services.

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**CYFS Facilities**

Any building owned or leased by the CYFS within Aurora.

**Flying a Flag at Half-Mast**

The action of flying all flags, forming a single display of flags, at a position that is equal distance from the top and bottom of a flagpole, to mark periods of mourning or to commemorate solemn occasions.

**Illumination**

The use of multi-colour lighting installations to light the façade of the building located at 50 Victoria Street in support of a cause.

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**International or Civic Flag**

Any official flag of:

- A sovereign state other than Canada, including official territorial divisions established by a particular sovereign state (e.g. states, provinces, municipalities, etc.); or,
- Any recognized international governmental / treaty organizations (e.g. United Nations, NATO, etc.)

**Logo**

A flag displaying a logo and / or brand of the Town but does not include the Official Town Flag.

**National Flag of Canada**

The flag approved by the Parliament of Canada as a national symbol of Canada.

**Official Canadian Flags**

A flag recognized by a competent Canadian federal or provincial government authority (e.g., the Sovereigns Personal Standard, The Governor General's standard, etc.), but does not include the National Flag of Canada.

**Official Town Flag**

The flag adopted by Council as a symbol of the municipality, and any flag that is granted to the Town or approved by the Canadian Heraldic Authority but does not include a Logo Flag.

**Ontario Provincial Flag**

The flag approved by the Legislative Assembly of Ontario as a provincial symbol of Ontario.

**Procedural By-law**

~~The Town's Procedure By-law, Procedural By-law 5330-11, as amended, or its successor by-law,~~ that is enacted by Council in accordance with the requirements of subsection 238(2) of the [Municipal Act, 2001, S.O. 2001, c.25](#), as amended.

### **Town**

The Corporation of the Town of Aurora.

### **Town Facilities**

Any building owned or leased by the Town for the purpose of providing municipal services.

### **Policy**

#### **General Principles**

The following general principles will apply in respect to all aspects of this Policy, and be used when interpreting the Policy:

- The Town will fly flags having regards to well established protocol for the flying of flags, including but not limited to:
  - The rules and protocols established by the Government of Canada for the National Flag of Canada.
  - The rules and protocols established by the Government of Ontario for the Ontario Provincial Flag.
- The Town will only fly International or Civic Flags of organizations that are approved or recognized by federal, provincial or municipal governments of Canada.
- The Town will not fly flags at any Town Facility representing groups or organizations whose principles, purposes, or activities are contrary to the laws of Canada, the laws of the Province of Ontario, or contrary to the principles of the Town.
- Flags at Town Facilities will be flown at half-mast to mark periods of official mourning or commemorate solemn occasions important to the residents of the Town.

#### **Customary Flag Protocol**

- a) The Town will fly the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag at all Town Facilities, in a configuration described in ~~sections (e) to (f) of~~ this policy.
- b) Notwithstanding section (a) of the policy, the Town may fly a flag associated with an award or recognition of significance received by the Town in place of the Official Town Flag.
- c) Only one flag may be flown on a single flagpole at the same time.

e)d) \_\_\_\_\_ Flags must be in good condition. When a flag becomes worn, noticeably faded, or otherwise unfit for display, it must be disposed of in a dignified manner and in accordance with the National Flag of Canada etiquette.

### Three (3) Flagpole Policy-Display

e)e) \_\_\_\_\_ Where a Town Facility has a three (3) flag-pole display, the National Flag of Canada, the Ontario Provincial Flag and the Official Town Flag will be flown. The National Flag of Canada will be flown on the centre flagpole which is the customary position of honour. To an observer facing the display, the Provincial Flag of Ontario will fly to the left of the National Flag of Canada, and the Official Town Flag will be flown to its right. Other flags will not be flown on these flagpoles, except in the circumstances noted in ~~section (b)~~, the "Official Canadian Flags and International Flags" section, and the "Community Flag Raising" section of this policy.

### Two (2) Flagpole Pole-Display

e)f) \_\_\_\_\_ Where a Town Facility has a two (2) flag-pole display, the National Flag of Canada and the Official Town Flag will be flown. As the customary position of honour, the left flagpole to an observer facing the display will be used to fly the National Flag of Canada. Other flags will not be flown on these flagpoles, except in the circumstances noted in ~~section (b)~~, the "Official Canadian Flags and International Flags" section, and the "Community Flag Raising" section of this policy.

### One (1) Flagpole Pole-Display

f)g) \_\_\_\_\_ The National Flag of Canada will be flown at a Town Facility with only one (1) flagpole. Other flags will not be flown on these flagpoles, except in the circumstances noted in the "Official Canadian Flags and International Flags" section, and the "Community Flag Raising" section of this policy.

### Aurora Cenotaph

g)h) \_\_\_\_\_ Notwithstanding the provisions of sections (a) to (f) of this policy, the flag(s) flown at the Aurora Cenotaph will follow the protocol established by the Royal Canadian Legion.

### Logo Flag

h)i) \_\_\_\_\_ Where a Town Facility has a four (4) flag-pole display, the National Flag of Canada, the Ontario Provincial Flag, the Official Town Flag, and the Logo Flag will be flown. To an observer facing the display the National Flag of Canada will be flown on the left flagpole, the Provincial Flag of Ontario will fly to the immediate right of the National Flag of Canada, the Official Town Flag will ~~fly~~ flown to the immediate right of the Provincial Flag of Ontario, and the Logo Flag will be flown to the immediate right of the Official Town Flag. Other flags will not be flown on

these flagpoles, except in the circumstances noted in ~~section (b)~~, the “Official Canadian Flags and International Flag Raising” section, and the “Community Flag Raisings” section of this policy.

#### **Official Canadian Flags and International Flag Raisings**

The Town may fly Official Canadian Flags or International or Civic Flags as part of an official visit by a dignitary or delegation, or for periods of time determined appropriate by the Clerk-

When flying Official Canadian Flags or International or Civic Flags, the Clerk will coordinate the proper display of the flag or symbol in consultation with the proper protocol authorities.

#### **Community Flag Raisings**

A request to fly a Community Flag at a Town Facility will be submitted to the Clerk in writing at least four (4) weeks prior to the date on which the flag is to be flown.

The Clerk is delegated the authority to approve and deny any request to fly a Community Flag at a Town Facility. When considering the request, the Clerk will have regards ~~to~~ for the General Principles and Community Flag Raising Criteria sections of this ~~P~~policy and past practice of the Town.

Where a proclamation has been issued by the Mayor in accordance with the Procedural By-law, a request to raise a flag associated with that proclamation will be deemed to meet any criteria set-out in this policy.

The Clerk may refer any request to fly a Community Flag at a Town Facility for Council’s consideration when deemed appropriate by the Clerk.

#### **Community Flag Raising Criteria**

The Town will only fly a Community Flag at a Town facility that is the flag of a non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town.

The Community Flag of a partisan or religious organization or group, as determined by the Clerk, will not be flown at a Town Facility.

#### **Flying a Flag at Half-Mast**

##### **Official Mourning**

Flags at all Town facilities, as well as flag displays regularly maintained by the Town Staff on other lands that are not within the meaning of Town Facilities, will be flown at half-mast to mark periods of official mourning upon the death of:

- a) The Sovereign.
- b) A Member of the Canadian Royal Family.
- c) The Governor General of Canada, or a former Governor General.
- d) The Prime Minister of Canada, or a former Prime Minister of Canada.
- e) The Leader of His Majesty's Loyal Opposition, Parliament of Canada.
- f) The Lieutenant Governor of Ontario.
- g) The Premier of Ontario, or a former Premier of Ontario.
- h) The Leader of His Majesty's Loyal Opposition, Legislative Assembly of Ontario
- i) A local Member of Parliament, or a local Member of the Legislative Assembly of Ontario.
- j) The Regional Chair or a former Regional Chair.
- k) The Mayor or a former Mayor.
- l) A Member of Council or a former Member of Council.
- m) A current employee of the Town.
- n) A current member of Central York Fire Services.
- o) A York Region Police Officer who dies in the line of duty.
- p) A resident of the Town, who is a member of the Canadian Armed Forces, killed while deployed on operations or while on active duty.

#### **Duration of Official Mourning**

In the case of a national or provincial official referred to in sections (a) to (i) under Official Mourning of this policy, flags will be flown at half-mast for the duration established by the appropriate federal or provincial protocol offices.

In the case of an official referred to in sections (j), (n), (o) and (p), under Official Mourning flags will be flown at half-mast for the same duration as established by the organization named in each of those sections.

In the case of a Town official or employee referred to in subsections (k) to (m) under Official Mourning, flags will be flown at half-mast from the date the notice of death is received until sunset on the date of the funeral for that individual. Flags will normally be flown at half-mast for no more than five (5) days except in exceptional circumstances at the discretion of the Clerk.

#### **Annual Commemoration of Solemn Occasions**

Flags will be flown at half-mast, at all Town facilities, to commemorate the following solemn occasions on the appropriate days:

- Day of Mourning for Persons Killed or Injured in the Workplace (April 28)
- Remembrance Day (November 11)
- National Day of Remembrance and Action on Violence Against Women (December 6).

### Other Solemn Occasions

The flying of flags at half-mast in commemoration of other periods of official mourning and solemn occasions may be approved by the Clerk having regards to the [General Principles](#) of this policy.

### CYFS Facilities

Recognizing that the CYFS is an entity of the Town of Newmarket, the Clerk is delegated the authority to establish protocols between the Town and the CYFS to facilitate the flying of flags at half-mast at CYFS Facilities during periods of official mourning or the commemoration of other solemn occasions referred to in the following sections of this policy:

- [Official Mourning](#)
- [Duration of Official Mourning](#)
- [Annual Commemoration of Solemn Occasions](#)
- [Other Solemn Occasions](#)

### Illumination Requests

Organizations can request the illumination of the building located at 50 Victoria Street to support a specific cause. The Town will acknowledge requests from non-profit or charitable organization or group, provided that the purpose, principles and works of that organization or group are not contrary to the principles and policies of the Town, and are generally important to Canada, Ontario or the Town. Requests for illumination must be made four (4) weeks prior to the requested date of illumination and include the following:

- Name of requesting organization.
- Contact information.
- Requested event / occasion.
- Date and time of event / occasion.
- Explanation or purpose of the event / occasion
- Description of the applicant, including any local, national, or international affiliation, brief history, and any other relevant information
- Colour of lights requested.

When a request is received, the Town Clerk will review and approve the request based on the following points:

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- The nature of the cause.
- The organization’s history and background, as provided in the request form.
- The participation of any other building(s) or monument(s).
- The diversity of causes presented throughout the year.

The Clerk may refer any request for illumination at 50 Victoria Street for Council’s consideration when deemed appropriate by the Clerk.

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The Clerk may apply discretion to approve or deny a lighting request and reserves the right to cancel a lighting request as necessary.

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## Responsibilities

### Council

- Approving and amending this Policy; and
- Deciding on any matter referred by the Clerk to Council.

### Town Clerk

- Exercising any authority delegated to the Clerk by this Policy;
- Administering the operation of this Policy;
- Interpreting this Policy; and
- Creating any procedure that the Clerk deems necessary and expedient to implement this Policy.
- Approving community flag raising and illumination requests.

## Monitoring and ~~Compliance~~Maintenance

~~In accordance with the Town of Aurora policies, collective agreement and applicable legislation and policies any non-compliance with this policy will result in an investigation. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to possible discipline up to and including termination. CAO / Director / Managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Employees can escalate issues to Human Resources where difficulties continue.~~

CAO / Directors / Managers / supervisors and employees should work collaboratively to resolve issues related to this policy. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational

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requirement is subject to an investigation and discipline deemed appropriate by their immediate supervisor, Human Resources, the Town Clerk and / or CAO.

This policy will be reviewed two years from its effective or revision date, in accordance with the Town of Aurora's policy maintenance schedule.

### **References**

- Municipal Act, 2001, S.O. 2001, c. 25
- By-law Procedural By-law-5330-11
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### **Review Timeline**

This policy will be reviewed 2 years after the initial approval date.

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Town of Aurora  
**Committee of the Whole Report**  
No. FIN24-038

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**Subject:** Asset Management Funding Strategy for 2025 and 2026

**Prepared by:** Sandy Dhillon, Senior Advisor, Financial Management

**Department:** Finance

**Date:** September 3, 2024

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## Recommendation

1. That Report No. FIN24-038 be received; and
2. That the short-term asset management reserve strategy for 2025 and 2026 be approved; and
3. That the tax-funded portion of the ATS debt financing of \$7.5M, be funded from the hydro reserve fund, and not debt financed, be approved; and
4. That the operating budget for ATS tax-funded debt repayment be redirected to asset management contributions be approved.

## Executive Summary

The operating budget includes capital reserve contributions which is part of the overall tax levy. This reserve contribution increases on an annual basis through the one percent tax levy increase to support the Fiscal Strategy. Most of these funds go to support asset management reserves, while the balance supports contributions to the growth and new and studies and other reserves. The recently approved Corporate Asset Management Plan (AMP) identifies the gap between the annual funding to the asset management reserves and the annual asset management infrastructure capital requirements.

- The current AMP recommends lower tax levy and rate funded contributions to reserves than the previous AMP
- Strategic use of reserve and debt management principles can be used to fund the asset management reserves

- Tax-funded asset management needs, for 2025 and 2026, can be met without impacting the previously presented tax levy increase
- All rate funded asset management contribution increases should be fully phased in over a 10-year period
- A roadmap is being developed to maintain the Town's infrastructure along with financial sustainability beyond 2027

## Background

The Town's present funding strategy includes an annual tax rate increase of one percent in support of the fiscal strategy. Of this increase, approximately 0.16 percent is contributed toward the growth & new and studies & other reserve. The remaining 0.84 percent annual increase is allocated in support of asset management reserves.

In the recently approved AMP, the defined level of service for the majority of tax funded and user rate funded asset classes did not change, reflecting their present levels of service. In support of the defined asset levels of service, the AMP recommended that the infrastructure deficit be addressed through an annual tax rate increase over 15 years, meaning that an increase from the existing dedicated asset management annual tax increase of 0.84 to 1.63 percent be adopted.

Similarly, for the user rate funded assets, the AMP recommends the Town adopt phase-in periods of 15 years for water, 10 years for wastewater and 20 years for stormwater networks resulting in dedicated annual rate increases of 2.89, 1.67 and 4.92 percent for water, wastewater and stormwater, respectively. These recommended increases try to find a balance between the annual burden placed on each service's user rate, while minimizing the time needed to reach a state of infrastructure affordability.

## Analysis

### **The current AMP recommends lower tax levy and rate funded contributions to reserves than the previous AMP**

The current asset management plan is built upon defined levels of service for each asset category and recommends a lower annual levy and rate increase in comparison to the 2021 AMP recommendations which were determined based solely upon the economic useful life of each asset class. The introduction of defined levels of service for each asset category has enabled the Town to more accurately estimate asset

management needs, resulting an overall reduction to the estimated average annual infrastructure deficit from \$29.3 to \$14.9 million, representing a reduction in the tax levy pressure from 58.5 in 2021 to 27.5 percent in 2024.

The application of defined levels of service to the water, wastewater and storm water asset categories has contributed to an increase in the estimated total average annual cost requirement. These increases were also attributable to inflation and new additions. Table 1 provides a summary of the levy/rate increase recommendation comparison between current asset management plan and the 2021 asset management plan.

**Table 1**  
**Levy/Rate Recommended Annual Increase Comparison**

Category	2021 AMP		2024 AMP	
	Phase in Period (Years)	Annual Tax/Rate Increase	Phase in Period (Years)	Annual Tax/Rate Increase
Tax-Funded Assets	20	2.9%	15	1.63%
Rate-Funded Water	10	2.2%	15	1.92%
Rate-Funded wastewater	10	0.4%	10	1.67%
Rate-Funded Storm	15	11.0%	20	4.92%

All recommended tax/rate annual increases strive to find a balance between a worsening infrastructure deficit and/or level of service over time with the financial impact on the tax / rate payer by phasing in the overall increases over differing time periods. The financial impact is influenced through changing capital asset levels of services and/or changing the period over which the total tax / rate increase is phased in.

#### **Strategic use of reserve and debt management principles can be used to fund the asset management reserves**

The Fiscal Strategy highlights the importance of balancing the four pillars (capital planning, reserve management, debt management and revenue management) over the long-term to achieve financial sustainability. As recommended in the debt management pillar of the Fiscal Strategy, a Debt Policy was developed for the Town in 2023. The Debt Policy outlines that when the debt is fully repaid on an asset (excluding development charge funded debt), the debt servicing cost included the operating budget should be converted to an asset management reserve contribution to support future asset management needs.

The operating budget includes \$367,500 in funding for the repayment of the Town's LED streetlight conversion debt. As per the Town's Fiscal Strategy, and debt policy, the LED streetlight conversion debt servicing cost should be redirected toward asset management reserves once fully paid to support of the infrastructure deficit. In 2026 one final payment will remain, so \$183,700 can be converted to an asset management reserve contribution and the balance in 2027.

The Aurora Town Square construction project's approved funding strategy includes a contribution of \$7.5M from the tax levy to be financed over the long term. In support of this financing strategy, a total of \$510,000 for debt repayment costs is included in the tax-funded budget. In alignment with the Fiscal Strategy, the \$7.5M could be funded through an increased draw from the Aurora Hydro Reserve which would enable the redirection of the \$510,000 in tax levy funding to asset management reserve contributions. This solution would also result in interest savings of \$3.8M over 20 years as the additional Aurora Hydro reserve proceeds are readily available.

**Tax-funded asset management needs, for 2025 and 2026, can be met without impacting the previously presented tax levy increase**

In addition, to redirecting the debt servicing cost to asset management reserves, \$895,000, part of the savings generated from the move to producer responsibility for waste recycling, can be contributed towards the asset management reserves starting in 2026. Along with the other strategies mentioned above, the Town will be able to meet the 2025 and 2026 asset management needs without impacting the previously tabled tax levy increases as shown in Table 2

September 3, 2024

5 of 9

Report No. FIN24-038

**Table 2**  
**Asset Management Funding Option**

Incremental impacts in \$000s	2025	2026
<b>Asset management plan requirements:</b>		
Corporate Asset Management Plan (1.63%)	987.2	1,077.6
Natural Capital Asset Management Plan	320.0	-
	<b>1,307.2</b>	<b>1,077.6</b>
<b>Currently in budget:</b>		
1% fiscal strategy	605.6	629.3
Producer responsibility for waste		895.2
LED debt conversion (half)		183.7
Reallocate ATS tax debt repayment budget	510.0	
<b>Less:</b>		
Growth and New contributions	(80.1)	(226.7)
Studies and Other contributions	(16.2)	(45.9)
	<b>1019.4</b>	<b>1,440.6</b>
Annual Balance	(287.8)	359.1
Cumulative	(287.8)	71.3

As shown above the strategies in this report result in slightly larger asset management tax-funded contributions over the next two years without changing the presented tax levy in the 2024 to 2026 Budget. This will put the Town on track to meet the tax-funded asset management deficit over the short term. Staff will develop a plan to ensure that the gap is addressed over the long term prior to the 2027 Budget. However, until this gap is eliminated, service levels will decline in the interim.

**All rate funded asset management contribution increases should be fully phased in over a 10-year period**

Since the 2021 asset management plan update, the Town's water, wastewater and stormwater capital assets have experienced significant growth, as well as many of the existing assets have begun to reach the end of their useful lives resulting in increased asset management costs. Further, these asset's have experienced material growth in back-logged asset management requirements that must be caught up to ensure their now defined levels of service are maintained.

Stormwater asset immediate and short-term asset management requirements have been subject to significant growth over the past 5 years. Recent stormwater studies have identified a large amount of asset management work requiring immediate attention. However, the stormwater reserve has insufficient funds to meet these identified needs, resulting in work having to be delayed. To allow all identified necessary work to proceed, this reserve's balance needs to be replenished more quickly than proposed by the 2024 Asset Management Plan.

The 2024 Asset Management Plan recommends that the water, wastewater and stormwater rates increase 32.9, 18.0 and 161.4 percent respectively, be phased in over 15 years for water and wastewater and 20 years for stormwater. In consideration of the growing infrastructure deficit for these asset categories, it is recommended that the water, wastewater and stormwater rate increases be phased in over a 10-year period. Table 3 presents a summary of the proposed 2024 AMP versus-staff's recommended phase in of the required user rate increases.

**Table 3**  
**Proposed 2024 AMP versus Staff Recommendations**

Category	AMP Recommendation		Staff Recommendation	
	Phase in Period (Years)	Annual Rate Increase	Phase in Period (Years)	Annual Rate Increase*
Rate-Funded Water	15	1.92%	10	2.25%
Rate-Funded Wastewater	10	1.67%	10	1.5%
Rate-Funded Storm	20	4.92%	10	6.0%

\*2025 and 2026 will use amounts included in the Budget, rates going forward will be at the recommended increase.

The 2024 to 2025 Budget includes contributions to asset management for user rate funded services. To ensure that the rates remain as presented in the Budget, the contributions to reserve will remain unchanged, or increase if savings are available. Then in 2027, the recommended percentage increases identified in Table 3 could be applied. This approach results in lower contributions than recommended for water and wastewater, but a slightly higher contribution for stormwater services in 2025 and 2026.

The recommended annual rates strive to close the current infrastructure gap within 10 years. These new rates also consider future inflationary increases to the operating budget that they are applied to and the compounding of the annual percentage increase to the reserve contributions. This mitigates the increase to the rates while ensuring the gap can be closed in a timely manner.

These annual rate increases, that would be planned to begin in 2027, will result in an increase of \$0.11/m<sup>3</sup> for water and wastewater combined and \$1.10/month for stormwater. The impact on the average quarterly residential bill with 54m<sup>3</sup> of water consumption would be \$9.24 to support asset management.

### **A roadmap is being developed to maintain the Town's infrastructure along with financial sustainability beyond 2027**

The current asset management plan provides a list of recommendations that will allow the Town to achieve defined asset levels of service. The 2024 budget included the approval of dedicated asset management staff who will expand upon the work and recommendations of the recently approved asset management plan which will continue to evolve over time. In collaboration with Finance, this team will continue to review/verify recommended asset replacement costs, service levels, and review the timing of how long the Town will take to close the identified asset replacement funding gap and provide recommendations to Council as the 2027 Budget approaches.

### **Advisory Committee Review**

Not applicable

### **Legal Considerations**

The budgeted contributions to the asset management and rate funded reserves are approved by Council.

Further, Council has already undertaken the necessary steps to access the Aurora Hydro reserve in support of the ATS project, and therefore, Council approval is now only required to access this reserve for a greater amount.

### **Financial Implications**

This report proposes a financial strategy that aligns with the Town's Fiscal Strategy to achieve the 2024 Asset Management Plan's financial recommendations for 2025 and

2026, with no impact to the 2024 Budget's previously presented tax increases and user rates.

The hydro sale investment reserve has a balance of \$13.1M as of December 31, 2023 and is sufficient to fund all previous commitments as well as the recommended additional \$7.5M contribution to the ATS construction project. Should this \$7.5M commitment be approved by Council, the remaining balance for the Aurora Hydro reserve will be \$5.6M.

### **Communications Considerations**

The Town will inform residents of the information contained within this report by posting it to the Town's website.

### **Climate Change Considerations**

None

### **Link to Strategic Plan**

The short-term asset management reserve balance strategy aligns with the fiscally strategy objectives of managing year over year fiscal shocks while maintaining the desired service levels and asset replacement. Fiscal Strategy supports all aspects of the strategic plan. Specifically, this report supports the Plan principles of Leadership in Corporate and Financial Management, Leveraging Partnerships, and Progressive Corporate Excellence and Continuous Improvement.

### **Alternative(s) to the Recommendation**

None

### **Conclusions**

The recommended short-term asset management reserve balancing strategy ensures that Aurora remains on a financially sustainable path without increasing the previously presented levy increase for 2025 and 2026. An expanded financial strategy commencing in 2027 and beyond will be presented to Council prior to the 2027 Budget.



**Attachments**

None

**Previous Reports**

Updated Corporate Asset Management Plan, FIN24-034, July 2,2024

**Pre-submission Review**

Agenda Management Team review on August 13, 2024

**Approvals**

Approved by Rachel Wainwright-van Kessel, CPA, CMA, Director, Finance

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora  
**Committee of the Whole Report**  
No. OPS24-020

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**Subject:** Windrow Program Eligibility Criteria

**Prepared by:** Luigi Colangelo, Manager of Public Works

**Department:** Operational Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. OPS24-020 be received; and
2. That the eligibility criteria as described, be approved; and
3. That a cost-recovery amount of \$200 per participating household be approved; and
4. That adoption of the financial assistance criteria as proposed be approved.

## Executive Summary

This report presents a summary of the recommended eligibility criteria for the 2024/2025 Windrow Removal Pilot Program (the Program), including options for cost recovery and amounts, processing and additional considerations regarding financial assistance models and income thresholds.

- The previously established eligibility criteria in 2024/2025 is expanded on from the 2023/2024 pilot program, including service standards and program delivery criteria.
- Benchmarking exercise reveals recommended \$200 per participant household.
- Considerations regarding financial assistance recommend using income thresholds and various income verification related information as criteria.

## Background

**The previously established eligibility criteria in 2024/2025 is expanded on from the 2023/2024 pilot program, including service standards and program delivery criteria.**

During a snow event, windrow clearing vehicles will be dispatched only after a minimum eight centimetres snowfall. Snow will be cleared from the end of residential driveways with a minimum of three metres (one car width) and will be stored within the boulevard or another appropriate location on site. Snow is not cleared from the sidewalk windrow, residential pathways, driveways or removed from the property as part of this program. If The Town of Aurora (The Town) declares a significant weather event, windrow plows will be dispatched following the end of the significant weather event. Driveways located on regional roads, commercial, industrial, institutional, high-rise properties, private roads, roads undergoing development and rear lanes would not be included in the program.

The Program will include residential occupants aged 65 years of age or older, where all occupants of the household must be over 65 years of age and have no other able-bodied occupants residing at the subject property that are eligible for the program. You must show proof of age in the form of government issued ID (birth certificate, driver's license) if you are under 65 years of age and all occupants of the address over the age of 16 are unable to remove snow. All residents must be listed on the application and provide proof of ID if above the age 16 or provide a provincial disability permit or a note from a doctor (on doctor letterhead). All applicants will be required to sign a Waiver of Liability with respect to the program.

## Analysis

**Benchmarking exercise reveals recommended \$200 per participant household.**

As discussed in the previous report (OPS24-016), in 2023/2024, the program delivery cost was \$253,000 based on a total of 1,100 participating households (\$230 per household). Based upon a \$200 per applicant user fee, the Town would generate up to a maximum of \$220,000 in cost recoveries based upon 1,100 participants. Using an estimated per household cost of \$230 (as per 2023/2024 program costs), and accounting for approximately 1,500 participating households, the 2024/2025 total program cost is estimated to be \$345,000. If up to 75 per cent of the assumed 1,500 participating households, pay \$200 (assuming 25 per cent of applicants may apply for financial assistance), the Town would recover approximately \$225,000 resulting in a total program estimated net delivery cost of \$120,000. Note, staff anticipate that the

addition of 400 driveways to the program could be accommodated with the same staffing compliment (hiring of six seasonal employees); however, would still be completed within the 24-hour service standard under a typical snow event.

Staff recommend a participation cap at 1,500 households, which would be a marginal increase from the 2023/2024 participation total to account for potential increased popularity in the program and have financial certainty.

Table 1 below demonstrates municipal benchmarking of cost-recovery fees charged.

**Table 1 – Municipal benchmarking of cost-recovery fees charged and financial assistance.**

Municipality	Program Fee	Financial Assistance	Additional Information
Town of East Gwillimbury	\$150**	Yes	Does not offer windrow program but provides financial compensation of \$150 to hire contractor.
City of Markham	No Fee	N/A	Program for seniors and physically disabled persons.
City of Mississauga	\$200	Yes	Program for seniors and physically disabled persons.
Town of Newmarket	-	-	Does not offer windrow program.
Town of Wasaga Beach	\$200**	Yes	Does not offer windrow program but provides financial compensation of \$200 to hire contractor.
Town of Whitchurch-Stouffville	No Fee	N/A	Program for seniors and physically disabled.

\*\* Represents where no service is directly offered, compensation only.

**Considerations regarding financial assistance recommend using income thresholds and various income verification related information as criteria.**

Municipalities who offer financial assistance programs use varying income thresholds and eligibility criteria, all of which require verification. After researching methods in which this information may be captured and assessed, there are two prevailing mechanisms which Council may choose to have applied to this program. The easiest

way to standardize and classify income levels, is to use the Statistics Canada low-income cut-offs before tax, (LICO-BT) based on the number of people in the household. For example, one person in household (\$24,347), two persons in household (\$29,632). Based on the number of household occupants, anyone that qualifies as low-income would be exempt from paying the \$200 fee.

To verify income, there are two differing models to consider. The most used method by other programs, is to request a tax return copy; however, this is not recommended by the Town's Finance Department due to sensitivity and accuracy in showing true represented income. The preferred and staff recommended option is to request approval letters or proof of enrollment in other income support programs, which use similar thresholds for household income. Examples of these income support programs include the Resettlement Assistance Program (RAP), Guaranteed Income Supplement (GIS), Ontario Disabilities Support Program (ODSP), or Ontario Works (OW). Each of the above-mentioned programs have statements or form letters which can be requested. To alleviate administrative burden, staff are exploring a digital application and document submission webpage, with digital waiver signing online, which is common practice in other municipalities. The Town would still include an in-person application option to accommodate any needs.

It should be noted that data collection and retention considerations regarding submission and protection of documents and privacy should be of utmost importance. Legal, Finance and IT Division staff have provided comment on this proposal and ensure that all options will be considered in keeping data protected and confidential. IT and Legal Services, in coordination with Operational Services staff, are finalizing an online web submission form which will propose to retain sensitive data for only as long as staff need to review the applicability and follow-up, if necessary, with a manual deletion of data once the application has been closed. If applying in person, no documents will be copied or retained.

Applicants will be directed to include Photo ID for all residents within a household above aged 16 and include medical verification in an approved format, if between ages 16-65 and medically or mentally unable to perform snow removal.

Regarding cost-recovery and user payment for the program if endorsed by Council, staff are exploring utilization of an online payment system through the web form software currently procured by the Town to use online credit card payments. An alternative in-person option will still be available to applicants, performed by customer service at Town Hall or the Joint Operations Centre.

## Advisory Committee Review

None.

## Legal Considerations

Continued implementation of the Program could lead to additional claims being made against the Town in relation to property damage or personal injury, which may have an impact on the Town's insurance premiums and the Town's insurance related budget lines. Waivers of liability should continue to be mandatory as part of the application process to limit claims and potential damages.

Lastly, the Town must comply with all requirements as set out in the *Municipal Freedom of Information and Protection of Privacy Act* and its regulations with respect to the retention and disposal of personal information.

## Financial Implications

Staff estimate that the 2024/2025 Program's gross operating costs will remain relatively unchanged on a per household basis to that of the 2023/2024 Program at \$230 per household.

If the recommended user fee of \$200 per household is approved, the Town's estimated average net operating cost per household for this program would become \$80, assuming that 25 per cent of program participants apply for financial assistance. Based upon the above assumptions, should the maximum recommended 1,500 participants enroll in the program, the total net operating cost is estimated to be \$120,000. As previously approved, this program's net delivery cost is to be fully funded through a contribution from the Tax Rate Stabilization reserve.

## Communications Considerations

Communications will inform the public about the information contained in this report by posting it to the Town's website. If the eligibility criteria are approved, Communications will inform the public about the criteria during the promotion campaign of the Program starting in the fall and including tactics such as website, media release, newsletters, social media, pylon signs, digital and print ads, post cards etc.

## **Climate Change Considerations**

The recommendations have a minor impact on greenhouse gas emissions; however, when staff review future windrow clearings, green procurement will be considered as it plays an important roll mitigating the impacts of a changing climate, from air quality, stormwater management to counteracting the effects of the heat island.

## **Link to Strategic Plan**

The development of the Program supports the Strategic Plan goal of Strengthening the Fabric of our Community through its accomplishment in developing a plan to review and realign service levels to reflect current and future demographic trends.

## **Alternative(s) to the Recommendation**

1. Council proposes an alternative amount for cost-recovery per applicant.
2. Council proposes an alternative method for eligibility criteria.
3. Council does not approve the income verification process as proposed.
4. Other options as directed by Council.

## **Conclusions**

In reviewing the existing models of the Program's amongst municipalities in Ontario, it is determined that program eligibility criteria previously set for the 2023/2024 pilot remains aligned. To offset program costs, and to retain best value-added return on investment, staff recommend a \$200 user fee to offset the cost of hiring six seasonal employees as proposed in previous recommendations (Report OPS24-016). To ensure residents of Aurora that are considered to be low-income have an opportunity to utilize this program, staff recommend using the Statistics Canada income thresholds (LICO-BT) for a fee exemption and will prioritize that data collection is protected and confidential through the review and submission processes proposed above.

## **Attachments**

None.

## **Previous Reports**

OPS24-016, Windrows Pilot Program Extension-Service Delivery Options, July 2, 2024

OPS24-007, Windrow Pilot Project – Additional Information, April 23, 2024

OPS24-004, Windrow Pilot Project-Update, April 2, 2024

OPS23-020, Potential Snow Windrow Removal Assistance Pilot Project, September 19, 2023

## **Pre-submission Review**

Agenda Management Team review on August 14, 2024.

## **Approvals**

**Approved by Sara Tienkamp, Director, Operational Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**





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Town of Aurora  
**Committee of the Whole Report**  
No. OPS24-021

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**Subject:** Leash-Free Areas in Aurora

**Prepared by:** Matthew Volpintesta, Manager, Parks and Fleet

**Department:** Operational Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. OPS24-021 be received; and
2. That the 10-year capital priority list for future leash-free areas be endorsed and that staff update the 10-year capital plan accordingly as per funding availability; and
3. That the Mayor be requested to include a capital project for the development and construction of an off-leash trail within the Highland Gate Subdivision in the 2025 capital budget.

## Executive Summary

The Town of Aurora (The Town) currently operates one leash-free dog park, Canine Commons located on Industrial Parkway North. The COVID-19 Pandemic saw an increase in popularity of pet ownership, specifically dogs, and as a result, the demand for additional leash-free dog areas also increased. This report aims to propose additional locations for consideration of future leash-free areas (LFAs) and includes a list of evaluation criteria and design considerations for future implementation.

- The 2023 update to the Town's Parks and Recreation Master Plan (PRMP) includes recommendations in developing future LFAs with a focus on southwest Aurora locations.
- Proposed off-leash areas have not been historically well received in Aurora; however, demand for locations remains high with residents.
- 2023 data from the Animal Service Division provides insight into the number of active dog licences and complaints.

- Best practice guidelines offer clear criteria to help staff and Council decide on new off-leash park and trail locations.
- Recommendations for potential additional LFAs based on new land acquisitions, potential partnerships and current parkland.
- By-law and Animal Services will serve an essential role in supporting the LFA program by providing education and enforcement.

## Background

In 2024, LFAs are commonplace in Ontario, driven by rising pet ownership, lack of private amenity space, desire for social interaction among pet owners, and a growing number of persons that may be unable to walk their pets a lengthy distance due to age or disability. As a result, there is a growing demand for facilities that meet the needs of these demographics, most notably in urbanized cities with high dog ownership rates.

**The 2023 update to the Town’s Parks and Recreation Master Plan (PRMP) includes recommendations in developing future LFAs with a focus on southwest Aurora locations.**

The Town’s 2023 PRMP estimates that there may be between 5,000-8,000 dogs in Aurora. This would mean that 37 per cent of Aurora households have dogs. Through a community survey collected during the development of the 2023 PRMP, responses indicated nearly one-half identified off-leash dog parks as a high priority.

As per PRMP recommendation #23, staff are tasked with developing an off-leash strategy that identifies procedures and design criteria for establishing new dog parks:

“Develop an off-leash strategy that identifies procedures and design criteria for establishing new dog parks. At minimum, continue to pursue the development of an off-leash dog park in south Aurora in the short-term (Engelhard Drive) and undertake assessments of sites within west Aurora in the longer-term based on established criteria and public consultation.”

There is presently only one LFA in Aurora (Canine Commons) established in 2003 with additional dog parks being evaluated on a case-by-case basis. Municipalities commonly adopt criteria to evaluate potential off-leash dog park sites, including (but not limited to):

- Ability to maintain public safety for users and non-users, including animals
- Minimum size, appropriate configuration, and site characteristics
- Land ownership and cost

- Walkability and access
- Compatible and non-compatible adjacent uses, such as buffering from highly populated residential areas, busy sports parks, and environmentally significant areas
- Consideration of fencing, on-site parking, water and shade
- Community input and support from neighbours
- Interest from a volunteer committee to act as park stewards
- Performance measures to monitor and evaluate facility conditions and operation

**Proposed off-leash areas have not been historically well received in Aurora; however, demand for locations remains high with residents.**

The Town has explored creating off-leash areas in various sites and along shared-use trails in recent years. Despite a comprehensive evaluation, many of the previously proposed sites were met with opposition from residents and have not proceeded, with Council directing staff to focus on non-residential areas. Identifying suitable locations for LFAs can be challenging due to concerns of conflicting uses, nuisance, and perceptions of safety. Suitably sized remnant public lands and under-utilized portion of parks that are distanced from sensitive land uses are good candidates to be short-listed for consideration as off-leash areas. Selecting effective sites are critical to their success and maintaining community support. Sponsorships with volunteer organizations for site stewardship can be helpful in maintaining this support.

Naturalized lands (excluding sensitive environments) and the Town's hydro corridors may also present opportunities for LFAs. Communities such as Toronto, Ottawa, Oakville, Guelph and others have had success in establishing agreements for public use of their hydro corridors with municipalities absorbing a portion of the land tax payments. In researching trends elsewhere, most municipalities begin by creating larger destination spaces supported by parking such as Aurora's Canine Commons. As referenced in the PRMP, with a destination LFA already in Aurora, walkable spaces are more convenient and better lend themselves to community building, local recreation, and improved health and wellness.

**2023 data from the Animal Service Division provides insight into the number of active dog licences and complaints:**

- Dogs running at large (122)
- Pro-active licensing (557)
- Pro-active compliance (489)
- Dog bites (34)

- Poop and scoop (32)
- Barking complaint (94)

As mentioned above, it is estimated that there are between 5,000-8,000 dogs in Aurora.

## **Analysis**

The Parks Division has recently undertaken a service level needs assessment of LFAs in Aurora, coupled with an analysis of dog licensing and population density. Staff have also considered any overlap of Animal Services inquiries regarding leash-free enforcement and related service requests. Attachment 1 – Needs Assessment Data Mapping shows the correlation of heat mapped concentrations of the above-mentioned data, representing a suggested a direct relationship between service-related calls and density and provides meaningful data when proposing future additional LFAs.

Based on the GIS data interpretation, there is indeed alignment with the recommendations within the PRMP, representing a need in the most densely populated area of Town, toward the south-west quadrant, and north-east, also showing a strong relationship between dog related Animal Services calls.

**Best practice guidelines offer clear criteria to help staff and Council decide on new off-leash park and trail locations.**

As part of the study process, staff conducted a best practice review of municipal policy for siting LFAs, which will be kept as a handbook for staff when designing new LFAs, considering layout, features, accessibility and overall site selection. Detailed within the handbook are specific requirements related to:

- Location attributes
- Proximity limitations
- Site design attributes including materials, fencing, features
- Setbacks
- Accessibility
- Signage and rules
- Prohibited planting lists
- Minimum requirements
- Dog Park Type (Community, Neighbourhood, Nature-Trail)

Attachment 2 Leash Free Areas Handbook lists the handbook details which are recommendations applicable to new installations, or replacements (exceptions will be considered).

### **Recommendations for potential additional LFAs based on new land acquisitions, potential partnerships and current parkland.**

Staff have recently explored several new options and revisited considerations of previously presented sites for future additional LFAs.

Below, are key points and factors which contribute to the decision-making process. A prioritized strategic target list shown below in Table 1 identifies short term and long-term targets looking ahead to the 10-Year Capital Budget:

#### Hydro Corridor (Wellington St E to St John's Sideroad, corridor west of Bayview Avenue):

This option presents a very suitable site overall for a local Neighbourhood LFA connective trail as illustrated in Attachment 3 - Hydro Corridor Proposed Site Aerial Map of block locations with potential to be connected by one main trail or isolated for one smaller off-leash area; however, it is situated in northeast Aurora. These blocks are currently used regularly by residents for off-leash activity and connectivity, though such activity is not formally permitted by Hydro One. Staff have engaged in initial discussions with Hydro One and they are favourable of formalizing these locations for use. There are some considerations presented by Hydro One staff including, initial review fee of \$12,000, of which \$10,000 is refundable at the end of the agreed term. The Town would also need to erect mandatory fencing and vehicle access gates meeting hydro specifications around the towers. Further, the Town would be responsible for covering 50 per cent of the annual property tax rates to York Region, which would be approximately \$21,135, paid annually. There are also additional costs for perimeter fencing, double entrance gates, an accessible gravel pathway, benching, installation of a dog waste container, turf maintenance and operational costs. It is important to note, the Town currently leases lands in this area from Hydro One; including a portion of Queen's Diamond Jubilee Park and Hamilton Park, which may offset some of the initial review fees, and result in lesser tax fees, if the LFA would overlap with any boundaries within these parks.

14378 Yonge Street: While plans for this site are still very premature, early conceptual designs show viability for a Community LFA which would be comprised of on-site parking, be accessible, and accommodate large and small dogs. Alternatively, there is also feasibility for a LFA trail option. As no budget is proposed in 2025 for this site, full feasibility and due diligence will not be conducted in the short-term. Staff will consider

this site a priority for future LFA area at the community scale, as it would alleviate a service gap in the south-west portion of Town.

Highland Gate Trail: Presented to Council as a viable option for consideration but was ultimately put aside due to public opposition in 2019. It is the opinion of staff that this does remain an ideal option to achieve the service level recommendations within the PRMP in the short-term, as a 'local' LFA which serves the south-west area of Town.

Staff recently met with a resident who suggested an off-leash trail area within the new parkland. Two fenced areas were proposed alongside the existing park pathway, one for large dogs and one for small dogs. Each area would have two entrances, allowing users to enter from the main trail, walk within the fenced area and rejoin the main trail through another gate. This design ensures that those residents using the main trail can avoid the off-leash dog trail, if desired. Attachment 4 - Highland Gate Proposed Site Aerial Map shows the aerial outline of the proposal.

In addition, there is dense natural buffer of trees that screen the rear yards, which could be enhanced in some locations with some further planting between the residences and main spine trail. It was suggested to staff that the residents adjacent to this area were supportive but would require further investigation and outreach by staff to ensure this was a viable option.

Staff request that the Mayor includes this location in the 2025 Capital Budget.

115 George Street: While most recent site concept plans do not show a LFA at the newly acquired former George Street School, staff understand there is a desire within the community to establish one in this location. A small leash-free area could be considered in its place and would certainly fill a local gap but would not accommodate on-site parking and would likely be limited in size to less than 0.5 acre. This area is also identified in the PRMP as being underserviced with playgrounds and courts as there are no immediate neighbourhood parks in this area, with the closest parks on the opposite side of Yonge (Town Park) and Wellington St W (Fleury Park).

Engelhard Tree Nursery: The Engelhard Tree Nursery location is a large parcel of land (10.1 hectares) with a tree nursery currently occupying approximately 0.20 hectares of the available land. The land includes varied terrain, made up of grassland, woodlot and several slopes. This potential LFA would be left natural with mowed trails and wood chip footpath through the woodlot.

Staff previously suggested this as a potential location and the area was endorsed by Council; however, there are significant accessibility issues with the site due to the

terrain. One of the biggest complaints regarding the current Canine Commons site is that it is not accessible. As such, staff would like to focus on creating a new off-leash area in one of the alternate locations that would be fully accessible to the public.

The Engelhard site will remain on the capital list for future development and would be a good template for a Natural Heritage System LFA as it is along the Town trail system and very pedestrian friendly. While it cannot facilitate a parking lot, one of the potential access points is very close (150 metres) to the Hallmark Lands Park and parking lot.

Industrial Parkway South Nursery: This site (adjacent to the current Community Garden) serves as a well-situated opportunity to relieve a need in the south and southwestern areas of Aurora, and could accommodate a fully accessible site, with parking, serving as a community scale LFA. As the trees currently present within the nursery have almost reached full viability for transplant, the lifecycle of the Tree Program should soon be reviewed, potentially accommodating a new LFA area in the long-term.

The Table 1 indicates prioritized sites for the 10-year outlook and will be considered in order, when funds are available:

**Table 1: 10-Year Capital Priority Locations**

Locations	Priority	Estimated Capital Cost
1. Highland Gate	First priority for neighbourhood scale, short-term	\$150,000
2. 14378 Yonge Street	Top priority, long-term for community scale site	\$TBD as part full parkland development
3. Hydro Corridor	Second priority, short-term, neighbourhood scale	\$250,000
4. Industrial Parkway South Nursery	Long-term for community scale	\$250,000
5. Engelhard Nursery	Long-term for trail development	\$250,000
6. 115 George Street	Not a priority	N/A

**By-law and Animal Services will serve an essential role in supporting the LFA program by providing education and enforcement.**

By-law and Animal Services are important partners in supporting the LFA program initiative with Parks, as education and enforcement will be essential. Park and trail patrons will need to clearly know where they can/cannot walk their dogs off-leash as any confusion will result in challenges educating and enforcing members of the public on the by-law(s).

Clear and concise signage will be posted, advising these locations will be leash free zones at all times of day, patrons need to be always in control of their dogs, responsible for picking up pet waste etc.

By-law and Animal Services will play an active role in monitoring sites, educating users and providing enforcement. With the additional LFA, an increased demand on staff resources is expected, which should be addressed in future; however, staff anticipate the additional LFA could also reduce the number of Animal Services calls.

### **Advisory Committee Review**

None.

### **Legal Considerations**

The implementation of off-leash dog areas in fenced areas or a less controlled environment carries additional risk. It is reasonably foreseeable that an incident causing injury could happen, despite the Town taking steps to mitigate the risk. While there is legislation that requires dog owners to maintain control of their animals at all times, by permitting off-leash zones in its public spaces, the Town may be held liable in the event of an incident.

Where off-leash zones are approved, the Town has a duty to implement controls to mitigate risk. Appropriate risk controls would include signage, user education and rules governing the use of the off-leash zones. Legal Services will be consulted on the development of risk management measures and signage.



## **Financial Implications**

Should Council endorse the proposed 10-year Capital Plan for leash-free amenities, these project's will be inserted into the Town's future 10-year capital plan subject to funding availability for Council's consideration. The funding source for these projects would typically consist of Parks & Recreation development charges and/or the Growth & New Reserve.

## **Communications Considerations**

If future off-leash area locations are selected, Communications will undergo an awareness and education campaign as they become available to inform residents and educate users on by-laws and responsibilities in using these spaces. Communications will include on-site signage, updates on website, e-newsletters, digital ads, social media etc.

## **Climate Change Considerations**

The recommendations from this report do not immediately impact greenhouse gas emissions or impact climate change adaptation. However, during detailed design, green infrastructure for storm water, soft landscape, building design and green procurement were considered and implemented where feasible. They all play an important roll mitigating the impacts of a changing climate, from air quality, stormwater management to counteracting the effects of the heat island.

## **Link to Strategic Plan**

Leash-Free Park facilities support the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All, by encouraging an active and healthy lifestyle.

Develop a long-term needs assessment for recreation programs, services, and operations to match the evolving needs of the growing and changing population.

## **Alternative(s) to the Recommendation**

1. Other options as directed by Council.

## **Conclusions**

In alignment with the PRMP, this report reviews long-term and short-term priorities for 10-year capital budget planning for future leash-free areas. Additionally, the included guiding principles regarding site applicability, design criteria and minimum standards, provide a core resource for staff and Council to implement positively impactful future LFA spaces for users and dogs alike. Staff recommend the Highland Gate Park site be approved as a short-term priority for the next LFA in Aurora.

## **Attachments**

Attachment 1 – Needs Assessment Data Mapping

Attachment 2 – Leash Free Areas Handbook

Attachment 3 – Hydro Corridor Proposed Site Aerial Map

Attachment 4 – Highland Gate Proposed Site Aerial Map

## **Previous Reports**

OPS22-010, Off-Leash Dog Park and Trail Pilot Program, May 17, 2022

OPS21-013, Future Off-Leash Dog Park Locations, June 1, 2021

OPS20-007, Off-Leash Dog Park in Highland Park, May 5, 2020

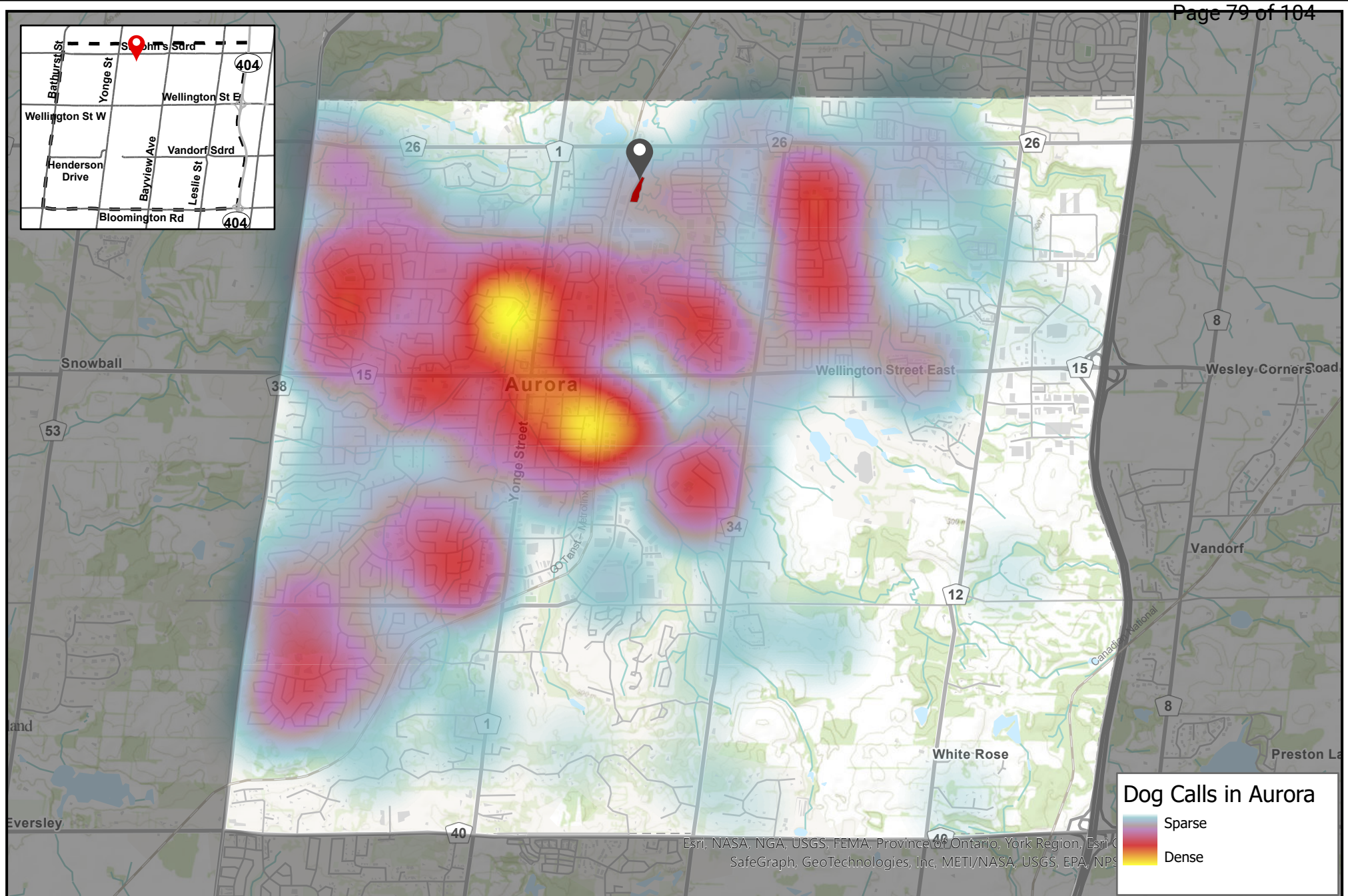
## **Pre-submission Review**

Agenda Management Team review on August 14, 2024

## **Approvals**

**Approved by Sara Tienkamp, Director, Operational Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**





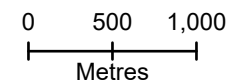
**Dog Calls in Aurora**

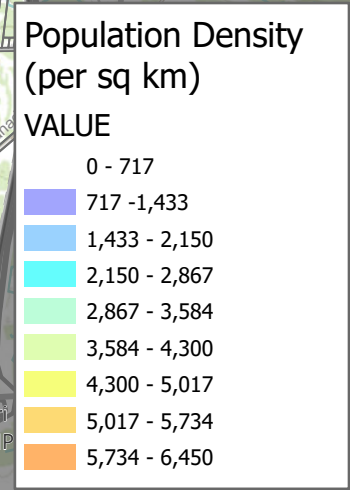
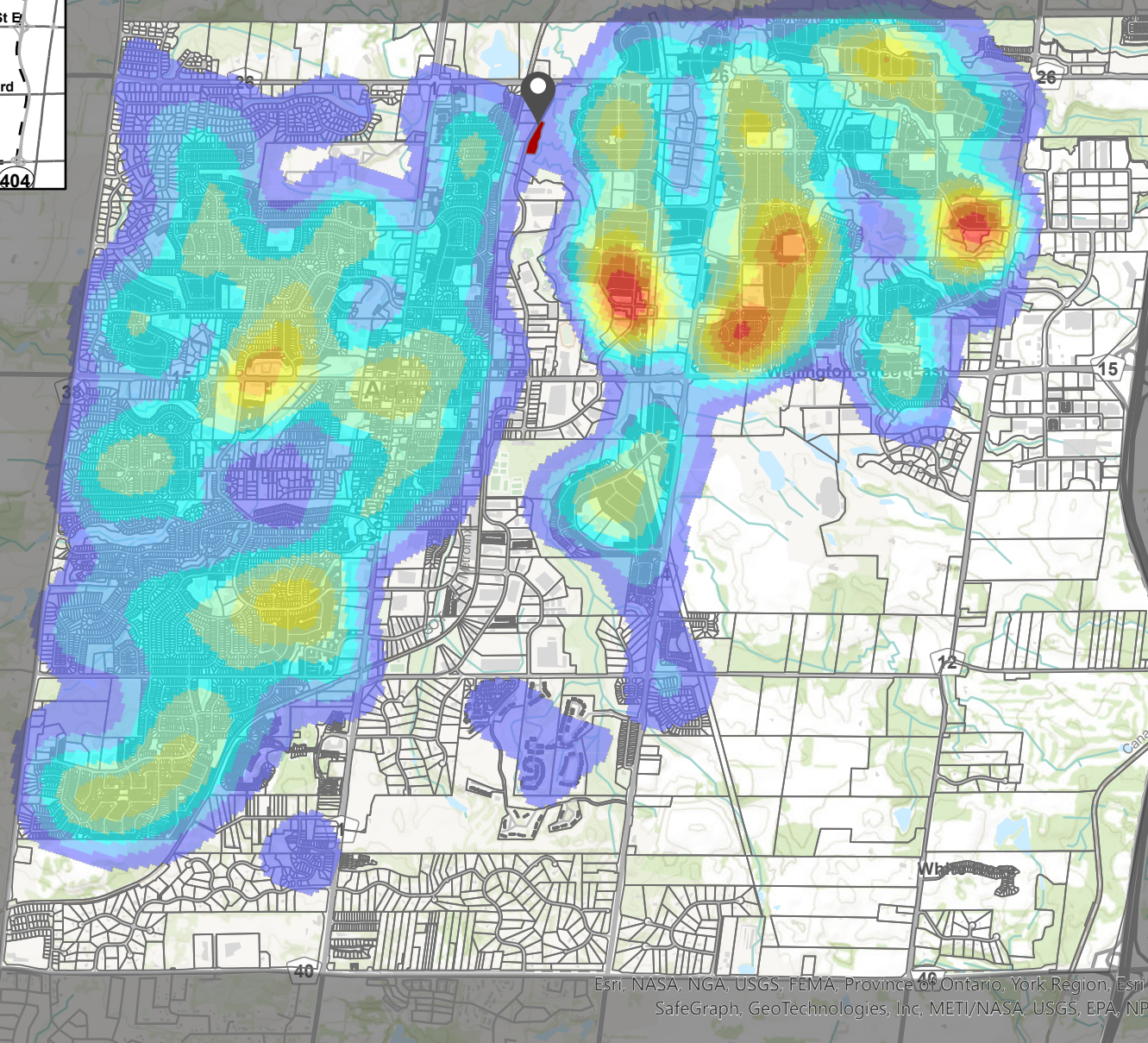
- Sparse
- Dense

**Heat Map - Dog Calls in Aurora**  
**Leash Free Areas in Aurora**

**Appendix A**  
**Town of Aurora**

-  Existing Leash Free Area (Canine Commons)
-  Existing Leash Free Area Boundary





**Population Density  
Leash Free Areas in Aurora**

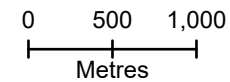
**Appendix B  
Town of Aurora**

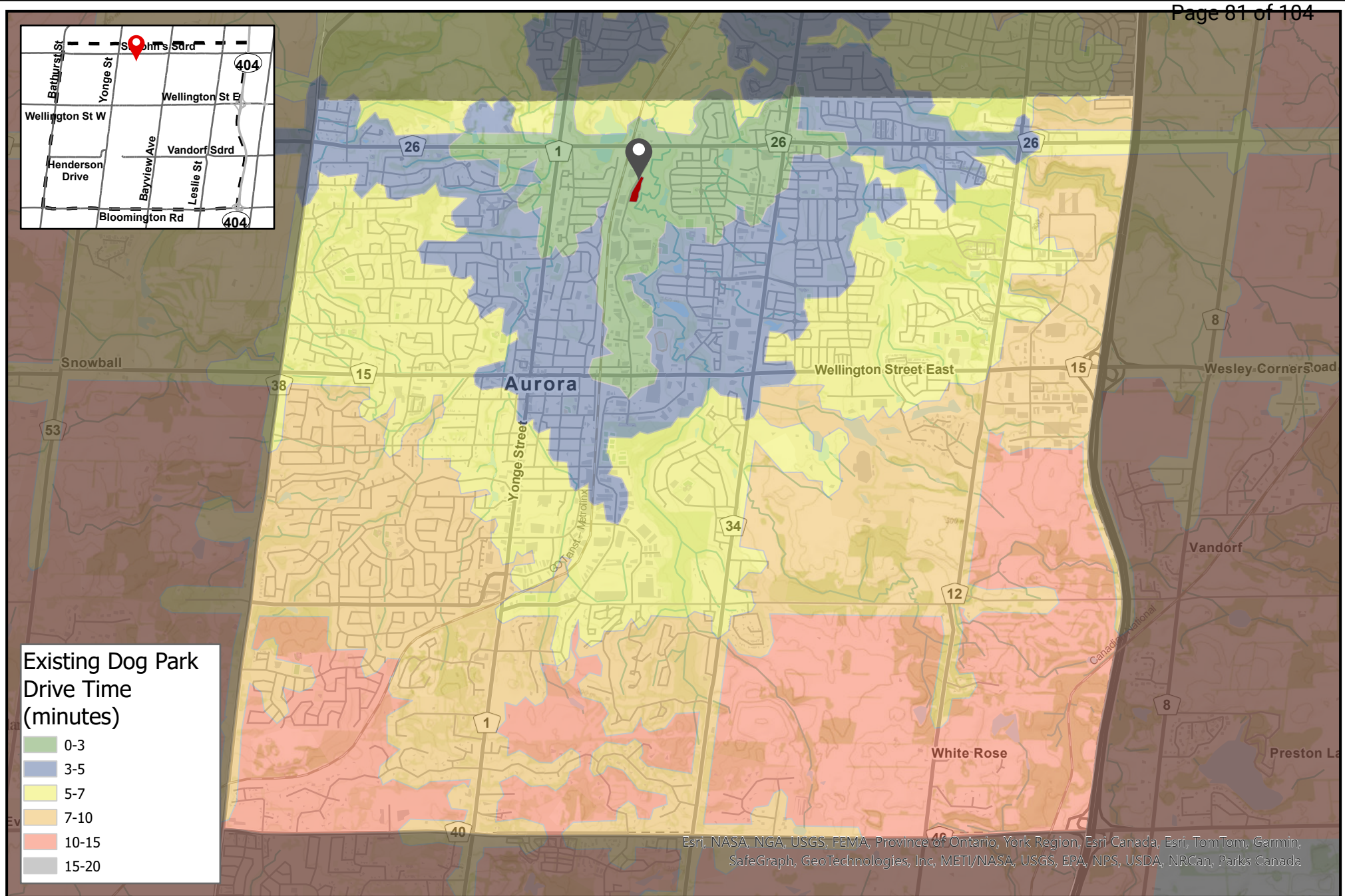


Existing Leash Free Area (Canine Commons)



Existing Leash Free Area Boundary







**Existing Dog Park Drive Time (minutes)**

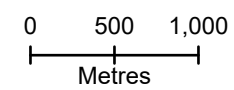
- 0-3
- 3-5
- 5-7
- 7-10
- 10-15
- 15-20

Esri, NASA, NGA, USGS, FEMA, Province of Ontario, York Region, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA, NRCAN, Parks Canada

**Drive Time Leash Free Areas in Aurora**

**Appendix C  
Town of Aurora**

-  Existing Leash Free Area (Canine Commons)
-  Existing Leash Free Area Boundary



## Attachment 2 – Leash Free Areas Handbook

### Location Attributes:

- LFAs should only be permitted on Town property, unless a qualified and dedicated community organization comes forward and a private partnership is deemed mutually beneficial by the Town of Aurora
- Consideration should be given for natural drainage, with preference to tableland that is generally dry in spring and fall
- Consideration of Natural Heritage System (NHS) lands will be determined on a case-by-case basis
- There is no minimum or maximum size requirement
- Natural shading and tree canopy cover is preferred

### Proximity limitation zones:

LFAs adjacent to or within 50 metre of the following locations must have natural barriers or partial fencing as a minimum:

- Children’s playgrounds or splash pads
- Athletic Fields/sports fields, including ‘playout’ buffers
- Sports courts
- Schools
- Toboggan hills
- Ornamental gardens
- LFAs should not be placed within 10 metres of Environmental Protection Areas, or associated buffers

### Site Design Attributes:

- Where fencing is required, fence must be a minimum 4 feet in height, and up to 5 feet as necessary
- When fencing is installed, a self-closing double gate is required
- Consideration should be given to location of required infrastructure for access to electrical, and water use
- Ease of access should be considered for maintenance, and emergency response
- Design should have consideration for accessibility and age-friendly design
- Natural buffers should be sought to serve as a replacement for fencing, where appropriate
- Privacy screening is recommended in locations adjacent to schools

Setbacks:

- Locating of a new LFA shall respect the following setbacks:
  - Shall be no closer than 250 metres from a regional road right-of-way (without fencing); 50 metres with fencing
  - Shall be no closer than 50 metres from a local right-of-way (without fencing); 20 metres with fencing
  - Shall be at least 50 metres from residential properties unless separated by partial fencing
  - Shall be at least 100 metres from commercial properties

Exceptions may be considered.

Amenities:

- Compost receptacles for excrement should be provided and maintained
- Lighting should be considered
- Covered and uncovered seating nodes, including picnic tables, shall be considered
- Shade structures and screening for weather element protection shall be considered, including natural shade elements
- Natural turf or wood mulch are recommended surface types
- Water supply and paw-washing stations may be considered
- On-site parking is recommended for Destination LFAs

Types of Leash-Free Areas:

Neighbourhood Park Leash-Free Area: Neighbourhood LFAs are those situated within neighbourhood parks, with or without parking, and strong emphasis on pedestrian walkability and surrounding neighbourhood connectivity. Minimum standard amenity features expected. Full or partial fencing is recommended.

Community Leash-Free Area: Destination Park LFAs are those situated within larger destination parks, with parking, accessibility and likelihood of additional amenity features, above the minimum standard. Fencing or natural barriers are recommended where adjacent to active recreation amenities.

Natural Heritage System Leash Free Area or Trail: Natural Heritage System LFAs are situated within or abutting valley lands where appropriate to do so, with fencing or natural barriers. Parking and fencing optional, based on site attributes. May also be incorporated as a designed trail, limiting use to walking, running, not multi-use.

### Recommended Design Guidelines:

The following represents best practices and guidelines for design elements, planting materials, and general recommended requirements:

Fencing Style and Gate Closures: Fencing style should attempt to be permeable and translucent, with regard to safety and site aesthetics. Squared link fencing is the preferred recommendation as shown in Figure 5. Fencing should be a minimum 5 feet in height. Self locking double gate closures, are required for LFAs where fencing is required.

Prohibited Planting List: Although beneficial for providing shade and visual interest, certain trees, shrubs, and plants can be severely toxic to dogs if ingested. Staff recommend consulting toxic plant listings for any flora that shall be included in any LFA.

Materials: Material choice installed in LFAs can greatly impact user experience, longevity, and design of the park. The below table presents a catalog of material options for ground cover and screening that may be installed in LFAs.

<b>MATERIAL</b>	<b>PROS</b>	<b>CONS</b>	<b>COST</b>
Artificial Turf	Does not discolour due to dog waste Can handle repeated traffic Low maintenance	May overheat under direct sunlight, damage paws Debris can impact drainage	\$\$\$
Grass	Soft underfoot Visually appealing Low installation cost	High maintenance Drainage issues may cause ponding Easily damaged by heavy traffic	\$
Kennel Tiles	May be used as dog run liner or in surrounding areas where surface is overused Interlocking, flexible fit Soft	High cost	\$\$\$
Mulch/ Woodchips	Low maintenance and cost Allows adequate drainage Natural & recycled material	Needs replenishment due to decomposition Risk of splinters in paws May harbour bacteria from waste	\$\$\$
Decomposed Granite	Sterile Good for paths and areas with heavy foot traffic Does not retain waste smell	Proper drainage required May migrate downhill	\$\$\$
Shredded Rubber	Soft texture	Higher cost Risk of ingestion	\$\$\$



<b>MATERIAL</b>	<b>PROS</b>	<b>CONS</b>	<b>COST</b>
	Does not attract weeds or insects		
Sand	Natural material Adequate drainage	Difficult to maintain and keep clean Not accessible for mobile devices May overheat under direct sunlight, damage paws	\$\$
<b>FENCING &amp; SCREENING</b>			
<b>MATERIAL</b>	<b>PROS</b>	<b>CONS</b>	<b>COST</b>
Woven wire	Easy to install Inexpensive Concrete ledge may be poured under the frame to prevent dogs from digging	May be fragile	\$\$
Chain Link Fencing	Easy to install. Inexpensive and durable	May be fragile or distorted over time	\$\$
Mulch / Woodchips	Low maintenance and cost Allows adequate drainage Natural & recycled material	Needs replenishment due to decomposition Risk of splinters in paws May harbour bacteria from waste	\$
Decomposed Granite	Sterile Good for paths and areas with heavy foot traffic Does not retain waste smell	Proper drainage required May migrate downhill	\$\$\$

Minimum Standard Features include:

- Waste and excrement collection containers, and pick up bag dispensers
- Fencing and double-gate self latching closure, where required
- Signage

Additional Features for Consideration:

- Dedicated 'small and shy dog' area
- Paw washing station
- Dog drinking fountain
- Lighting fixtures
- Dedicated parking
- Social seating spaces (picnic tables, covered or uncovered seating)
- Shaded features, including dog-run area, also used for sudden inclement weather
- Agility training features

## **Accessibility**

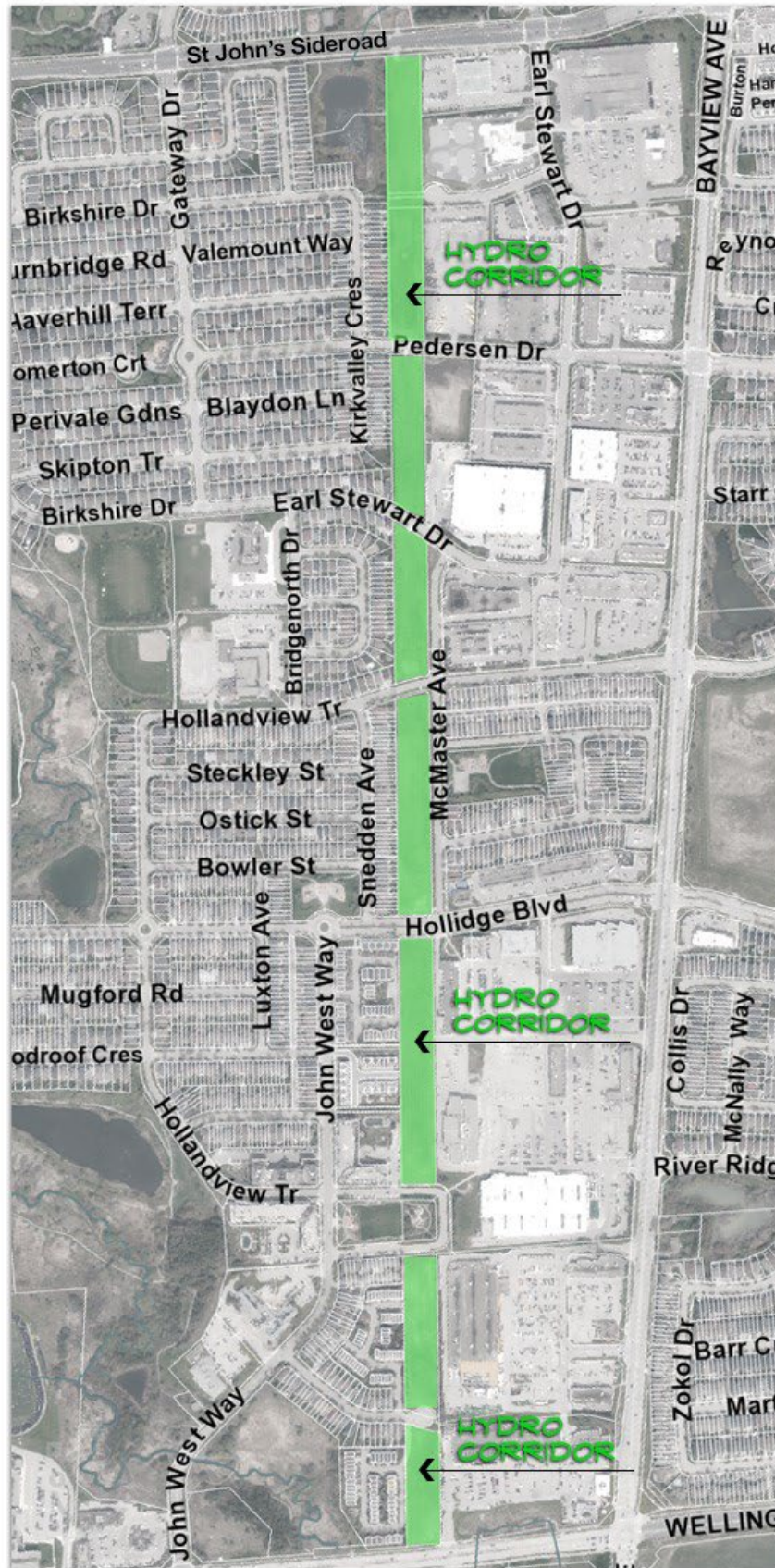
The Town of Aurora is committed to accessibility. When designing and implementing new LFAs, consideration must be given to provide full access where possible.

Considerations for design criteria may include:

- Accessible parking
- Hard surfacing
- Depressed curbs
- Gradual grading and slope
- Accessible gated entrances and turn around space
- Edge protection (where slope and grade changes present, including railings)
- Rest areas along path of travel to LFA (where not near parking)
- Viewing areas (inside and outside of fenced LFAs)
- Accessible transitions from pathways
- Accessible seating

## **Private Amenity Spaces**

Staff investigated feasibility of private amenities spaces within condominium sites as options for LFAs. Particularly with apartment style residencies, LFAs are most needed as pet-relief without occupants having a space for their pet. This should be considered in during development at the site plan review stage, particularly where there is no significant private amenity greenspace. Staff will seek to incorporate this into future policy proposals. With privately owned public spaces encouraged within the Town's Parkland Dedication By-Law and Official Plans, staff will explore options for partnerships where appropriate.



2024 PROPOSED LEASH FREE AREAS IN AURORA  
**HYDRO CORRIDOR LOCATION**



AUGUST 2024

2024 PROPOSED LEASH FREE AREAS IN AURORA  
**HIGHLAND GATE LOCATION**

TOWN OF AURORA OPERATIONAL SERVICES



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Town of Aurora  
**Committee of the Whole Report**  
No. PDS24-065

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**Subject:** New Registration By-law for Additional Residential Units in Single Family Dwelling Unit

**Prepared by:** Wm. Jean, Manager – Building Division/CBO

**Department:** Planning and Development Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. PDS24-065 be received; and
2. That staff bring forward the Registration By-law for Additional Residential Units (ARUs) to a future Council meeting for enactment.

## Executive Summary

This report provides information on the procedure to be adopted by the Planning and Development Department for the registration of Additional Dwelling Units to permit the use of additional residential units Town-wide within detached, semi-detached, or townhouse units, and within an accessory structure located on the same property. This has the effect of allowing up to three dwelling units per residential lot. The current By-law Number 5429-12, being a By-law to require the registration of Dwelling Units Containing Second Suites (the “Registration By-law”) in the Town of Aurora is to be repealed and replaced.

- The existing Registration By-law will be repealed and replaced with the proposed Registration By-law to require the registration of the two Additional Dwelling Units (ARUs) to a single-family dwelling unit to create three dwelling units on a lot.
- The proposed Registration By-law will include a section on inspection practices and issuance of Orders for non-compliance.

## Background

Bill 23, the More Homes Built Faster Act, 2022, received Royal Assent on November 28, 2022. The stated intent of Bill 23 is to implement some of the actions contained in Ontario's Housing Supply Action Plan, including the building of 1.5 million new homes in the province by 2031. Amongst the legislative changes were those to the Additional Residential Unit provisions of the Planning Act, which had originally been introduced through Bill 108, the More Homes, More Choice Act, 2019. Municipalities are required to permit the use of additional residential units Town-wide within detached, semi-detached, or townhouse units, and within an accessory structure located on the same property. This had the effect of allowing up to three dwelling units per residential lot.

The Town of Aurora has permitted Second Units since 2010 subject to the applicable Zoning By-law requirements and the Registration By-law which was amended on August 14, 2012. The Town enforces the Ontario Building Code and has established registration requirements for Additional Residential Units to ensure they are safe, legal and livable.

## Analysis

**The existing Registration By-law will be repealed and replaced with the proposed Registration By-law to permit the registration of up to two Additional Dwelling Units (ARUs) on residential parcels to create three dwelling units on a lot.**

Per Bill 23, Additional Dwelling Units (ARUs) are permitted as-of-right across Ontario, whether or not a municipality adopts an Official Plan Amendment and enacts zoning to recognize these units. As amended by Bill 23, the Planning Act overrides existing zoning bylaws to allow up to three residential units per lot as follows:

- Up to three residential units in the primary building, or
- Up to two residential units in the primary building and one in an ancillary building or structure

The Town established the ARU Registration By-law on August 14, 2012, which requires the registration of second units (Two-Unit Dwellings). The proposed Registration By-law will include the term "Additional Residential Units" (ARUs) which applies to both second and third units within a single-unit dwelling and additional units in an ancillary building. As per Planning Act, the by-law would permit the registration of one ancillary unit, such as a garden suite or a laneway home, with a self-contained residential dwelling unit within an accessory building with its own facilities and sleeping area, to be located at the rear or side yard of a detached, semi-detached, or townhouse dwelling.

**The proposed Registration By-law will include a section on inspection practices and issuance of Orders for non-compliance.**

The Town's proposed Registration By-law will include a section on inspections and enforcement which was not included in the current Registration By-law. As this by-law would be authorized pursuant to the Municipal Act, the inspection and enforcement practices would be the same as those utilized by the Town with respect to other by-laws authorized by the Municipal Act. It should be noted that while the inspection regulations allow for entry onto the property, it does not allow entry into the building without the owner's consent. Therefore, the enforcement capabilities of this by-law will be limited.

Also, it should be noted that the registration of ARUs is part of the building permit process for the creation of new ARUs. Registration and payment of registration of the ARU accompanies the building permit application. Therefore, it is not anticipated that enforcement for registration will occur. However, in circumstances where there is an illegal ARU and uncooperative landlords, provisions in the by-law could be used for enforcement.

**Advisory Committee Review**

Not Applicable

**Legal Considerations**

The Town's current Registration By-law needs to be amended and updated, given the legislative changes allowing for additional units, which override prohibitions in zoning or official plan provisions. The proposed Registration By-law will clarify registration requirements and the Town's enforcement powers. Generally, it will require that all additional units be properly registered with the Town. Additional units will be required to meet various applicable codes and standards to become registered, with the applicant being required to demonstrate such compliance to the Chief Building Official ("CBO"). The CBO would also have the authority to revoke registration in cases where units are found to no longer meet the applicable requirements or if the information provided is false. Any decisions of the CBO would be final, without a right to appeal.

The proposed Registration By-law would be authorized by the Municipal Act, pursuant to the authority to protect persons and property, and to pass by-laws with respect to the health, safety, and well-being of the Town's residents. The proposed Registration By-law will provide Building Inspectors, as well as Bylaw Officers, with enforcement powers.

However, it should be noted that it will not allow entry into any buildings or dwellings, unless consent is provided by an occupant, which limits the Town's enforcement capabilities.

## **Financial Implications**

There are no direct financial implications as a result of this report.

Of note as per the current Development Charges Act, 1997, the creation of up to three additional residential units within a single-family dwelling unit, or the creation of up to two residential units within a single-family dwelling unit and one ancillary building or structure, are exempt from development charges.

## **Communications Considerations**

Staff will update the current Secondary Suites Information Guide for regulations for ADUs for inclusion on the Building Division's webpage.

## **Climate Change Considerations**

This report does not impact the Town's ability to adapt to a changing climate.

## **Link to Strategic Plan**

This supports the Strategic Goal of Supporting Exceptional Quality of Life

## **Alternative(s) to the Recommendation**

1. Council to provide direction.

## **Conclusions**

On November 28, 2022, Bill 23, which allows for three residential units as of right on a residential property received royal assent.

In order to ensure ARUs in the Town are created and legalized in compliance with all regulatory requirements and in consideration of the upward trend of ARU registrations as an affordable housing option, the Building Division will continue to administer a Registration program and the Provincial compliance mandate. The current ARU by-law



needs to be updated and staff is proposing to bring forward a new by-law to address current legislation and enforcement needs.

## **Attachments**

Attachment 1 – Proposed Registration By-law

## **Previous Reports**

N/A

## **Pre-submission Review**

Agenda Management Team review on August 15, 2024

## **Approvals**

**Approved by Marco Ramunno, Director, Planning and Development Services**

**Approved by Doug Nadorozny, Chief Administrative Officer**



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Town of Aurora  
**Committee of the Whole Report**  
No. PDS24-090

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**Subject:** Updates to Street Naming Policy

**Prepared by:** Adam Robb, MPL, MCIP, RPP, CAHP  
Manager, Policy Planning and Heritage

**Department:** Planning and Development Services

**Date:** September 3, 2024

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## Recommendation

1. That Report No. PDS24-090 be received; and
2. That Council approve the updated Street Naming Policy as attached to this report.

## Executive Summary

This report seeks Council's approval of the updated Street Naming Policy.

- The Town's Street Naming Policy was last updated in 2007.
- Updates to the Street Naming Policy are minor and address veteran poppy symbol application, Legion notification, and other general housekeeping items.

## Background

**The Town's Street Naming Policy was last updated in 2007.**

The Town first adopted the Street Naming Policy in 2001. The document was updated in 2007 but no other updates or changes have been made since that time, including after Council's delegation of street name approval to staff in 2019 (By-law No. 6212-19). The Town's Bank of Street Names has continued to be updated and refreshed, including most recently to include all names from the Aurora War Memorial Cenotaph and Altar of Sacrifice, but the Policy document itself has been due for an update.

## Analysis

**Updates to the Street Naming Policy are minor and address veteran poppy symbol application, Legion notification, and other general housekeeping items.**

The updated Street Naming Policy is attached to this report. The policy has been updated as follows:

- Clearly defining the scope of the application of the poppy symbol to all veterans, not just exclusively those listed on the Cenotaph.
- Including the Aurora Royal Canadian Legion as a circulation and notification agency for the review and selection of street names.
- Setting a dedicated 5-year review interval for the policy.
- Other minor housekeeping/administration updates (ex: removing references to comments being exclusively 'in writing'; updating fees to reference the Town's Fees and Charges By-law; removing references to former Department/Division names, clarifying language/content, updating to the latest document template).

These updates will ensure consistent and aligned application of the Street Naming Policy moving forward.

## Advisory Committee Review

A public delegation was made to the Heritage Advisory Committee and Council regarding updates to the Town's Street Naming Policy. The proposed updates as outlined in this report specifically address those comments that were received.

## Legal Considerations

The proposed policy has been reviewed by the Corporate Management Team and the Executive Leadership Team in accordance with the Town's policy program.

## Financial Implications

There are no direct financial implications as a result of this report.

## Communications Considerations

None.

## **Climate Change Considerations**

None.

## **Link to Strategic Plan**

Updates to the Town's Street Naming Policy further the Strategic Plan goal of Supporting an Exceptional Quality of Life for All through satisfying requirements of Celebrating and Promoting our Culture.

## **Alternative to the Recommendation**

1. That Council approve the updated Street Naming Policy based on any further edits.

## **Conclusions**

The Town's Street Naming Policy has been updated to reflect current best practices and incorporate comments received by the public.

## **Attachments**

Attachment 1 – Updated Street Naming Policy (2024)

## **Previous Reports**

None.

## **Pre-submission Review**

Agenda Management Team review on August 14, 2024

## **Approvals**

Approved by Marco Ramunno, Director, Planning and Development Services

Approved by Doug Nadorozny, Chief Administrative Officer



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Town of Aurora

## Street Naming Policy

Planning and Development Services

Contact: Director, Planning and Development Services

Approval Authority: Council

Effective: May 22, 2001

Revised: April 24, 2007; July 9, 2024

### Purpose

This policy establishes the process and parameters for the street naming of public road allowances and private streets, and street name changes within the Town of Aurora. It is desirable that the Town of Aurora have such a policy in place to serve as a guide for staff and to promote the input of the public in the making of such decisions.

### Scope and Application

The criteria and guidelines contained in this Policy shall apply to the naming of municipal and private streets. Notwithstanding the provisions of this policy, Council may, under special circumstances, duplicate the name of a road with the name of a facility, provided that the name has been selected in accordance with the Naming Rights and Street Naming Policies.

### Policy

#### Street Name Criteria

It is desirable to promote the outstanding and/or exemplary contributions of persons in the community both past and present.

Street names for public road allowances shall generally be determined based on the following criteria:

- The names of historical persons or families and others within the municipality who have made outstanding, significant and/or exemplary contributions to the Town. The street signs for streets named after these persons may be identified with a professional emblem in recognition of their related service within the community, such as Fire Protection, Police Status, or others as deemed appropriate by Council or staff.
- The names of local Veterans; including but not limited to those who are honoured on the Town Cenotaph, Altar of Sacrifice and at the Aurora War

Memorial and Peace Park. The street signs for streets named after all Veterans shall be identified with a poppy emblem after their name.

- Any member of Aurora Council is eligible for nomination for the Town of Aurora Bank of Approved Street Names, however the selection of a Councillor's name for use cannot occur during their term of office.
- Other individual requests for street names as deemed appropriate by Council or staff.

Street names for private streets shall generally be determined based on the following criteria:

- In accordance with the general Street Name Criteria for public road allowances as set out above.
- A request made by the developer.
- A theme or promotional name may be proposed to assist with marketing.

The developer and owner/applicant have the opportunity to suggest alternate street names other than what is provided in the Bank of Approved Street Names for consideration and review under this Policy.

### **Bank of Approved Street Names**

The Bank of Approved Street Names shall be replenished periodically by proposing a series of potential street names to York Region for approval on the basis of municipal consistency for 911 purposes. Central York Fire Services shall also be consulted with respect to those street names considered acceptable.

The Planning and Development Services Department shall maintain a bank of approved street names available for selection and assignment within new developments. Once all names have been approved by the appropriate agencies the list will be offered to developers as optional names, thereby providing improved efficiencies to the process of assigning street names to proposed new developments.

The Planning and Development Services Department will circulate appropriate notice of selected names to the following parties:

- a) New street name nominees or remaining family members of individuals that can be identified and who are in anyway associated or connected with the proposed street name, including the Aurora Royal Canadian Legion for Veterans. This notice shall be provided when the nominee is added and can also be provided when the name is selected for a new street.
- b) The public at large through newspaper publication as appropriate and posting

on the Town's website for a 30-day period.

- c) York Region, Central York Fire Services, and the appropriate agencies and Town departments including the Operations Department. The Aurora Royal Canadian Legion shall be circulated for Veteran street name selections.

Responses will be received from any of the above contacts for a period of 30-days after selection and prior to final approval. As per Council delegation (By-law 6212-19), the decision to approve street names is ultimately through the Director of Planning and Development Services.

Any objection to a street name consideration will be reviewed, and the name being considered can be removed at the discretion of the Planning and Development Services Department. A street name consideration can be removed under the following conditions:

- a) A request is made by a street name nominee, a remaining family member, or one of the circulation agencies noted above including the public, to have the name be removed. This can include the removal of a street name consideration due to potential offensiveness or reasons around sensitivity.
- b) Emergency Services (Central York Fire Services, York Region – Police, EMS, Bell 911) along with the Town of Aurora Planning and Development Services Department believe that a street name submission may potentially have a negative impact on Emergency Services. If such an issue arises, the street name nominee or remaining family members will be notified explaining why the name has been removed.

The input from the public, Aurora Royal Canadian Legion, and the Aurora Historical Society shall also be sought as required in updating future lists for potential street naming or to consult with on any name considerations or removals.

## **Application of Street Naming Conventions**

The general street naming guidelines to be used are set out as follows:

- Street names shall not cross arterial roads.
- "North", "South", "East" or "West" shall not be used as part of the formal street name other than for descriptive purposes of streets.
- The criteria for naming street suffixes shall be applied to different road types in accordance with the following:

"Street", "Avenue", and "Way" for internal streets that run in a general north-south or east-west direction and are used generally to denote collector roads.

“Road” for streets which are collector or arterial streets and are heavily used and run in any direction.

“Drive” and “Trail” for streets where meandering is the main character.

“Boulevard” for streets where the travel lanes are separated by a planted median divider.

“Crescent” for streets which intersect another street at both ends and which actually forms a crescent and leads back to the same connecting street at each end.

“Court” for streets which end permanently as a bulb/cul-de-sac, a “T”, or a design which permits turning around through only one point of access.

“Place” and “Square” for streets where there is no exit from the street and the street leads back to the original street entrance.

“Gate” for streets that are a short connection from a main street to another street.

“Circle” for streets that loop back to itself.

“Lane” for streets which are generally straight and have a minimal number of connecting streets.

A mix of different suffixes shall be assigned in circumstances where street names are proposed to be assigned (i.e. use one “Street”, “Road”, “Avenue”, etc.) for registered plans of subdivision.

### **Street Names for Public Road Allowances**

Municipal street names shall be assigned by the Planning and Development Services Department at the time that second submission engineering plans are processed and when the developer initiates the subdivision agreement process. The developer is instructed by the Planning and Development Services Department to initiate the street naming process.

The street name assignment process for street names other than those listed in the Town’s Bank of Approved Street Names involves obtaining clearance for the use of the proposed street name(s) by York Region, and acceptance by Central York Fire Services.



Additional agencies, including but not limited to the Aurora Royal Canadian Legion and/or the Aurora Historical Society can also be consulted as required. An appropriate suffix to the street name is assigned by the Planning and Development Services Department subject to the configuration of the road in accordance with the provisions of this Policy. The Planning and Development Services Department shall give notice of the designated street names to the Town's list of interested agencies requesting notification once the Plan of Subdivision is registered.

### **Street Names for Private Streets**

Street names for private streets may be allocated from the Bank of Approved Street Names. Additionally, a developer may be permitted greater flexibility to suggest their own names for private streets subject to the provisions of this Policy.

The process is initiated by a site plan application to the Planning and Development Services Department, as it is at this stage that the requirement for the name assignment is identified.

The street name assignment process for street names other than those listed in the Town's Bank of Approved Street Names involves obtaining clearance for the use of the proposed street name(s) by York Region, and acceptance by Central York Fire Services. Additional agencies, including but not limited to the Aurora Royal Canadian Legion and/or the Aurora Historical Society can also be consulted as required. An appropriate suffix to the street name is assigned by the Planning and Development Services Department subject to the configuration of the road in accordance with the provisions of this Policy. For private streets that are created through a plan of condominium, the Planning and Development Services Department shall give notice of the designated street names to the Town's list of interested agencies requesting notification once the final Plan is registered.

### **Street Name Changes**

Requests for street name changes shall be submitted to the Planning and Development Services Department and be accompanied by the prescribed fee from the Town's Fee By-law as amended from time to time as part of the annual review of fees.

Requests for street renaming shall only be considered in special circumstances, for example, considering the impact on the existing street numbering and naming conventions and/or emergency services. In such cases, street renumbering pursuant to

the Town's street numbering policies shall be done concurrently as may be appropriate to ensure that consistency is adhered to.

The street name change process involves receipt of a complete application, the preparation of a report to Council by the Planning and Development Services Department for approval, notice of consideration of a By-law, and registration of the By-law. The public shall be notified and the Council shall hear any person who claims to be adversely affected by the by-law and applies to be heard. In addition to the minimum requirements for publication, notice may be given by prepaid postage to all assessed person affected by the change, at the discretion of the Clerk.

Usually there are a number of months from the time of approval to implementation of a street name change in order to allow any affected residents time to alter their personal address information and to post new street addresses should this be necessary.

### **Street Naming Notification**

The Planning and Development Services Department maintains a list of interested parties requesting notification for each development application. This list, as well as those agencies referenced in this Policy shall be notified regarding street naming for the respective development applications.

### **Responsibilities**

#### **All Staff**

Staff shall refer all requests for street naming to the attention of the Planning and Development Services Department.

#### **Specific Department**

The Planning and Development Services Department shall be responsible for the administration and maintenance of this policy.

### **References**

1. Municipal Naming Policy

### **Review Timeline**

This policy shall be reviewed every 5 years.



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Town of Aurora

## Member Motion

Councillor's Office

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**Re: Review of Train Whistle/Horn Cessation at All Level Crossings in the Town of Aurora**

**To:** Mayor and Members of Council

**From:** Councillor Ron Weese

**Date:** September 3, 2024

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Whereas the train tracks in Aurora are a disruptive influence on pedestrian and vehicular traffic at all level crossings in Aurora, affecting safe and consistent travel from in Aurora; and

Whereas there are estimated to be over 2,500 homes and residents living within 200 meters of the train tracks along the train corridor that are negatively impacted by the train whistles/horns; and

Whereas double-track construction planned by Metrolinx will bring 15-minute service both ways along the train corridor exacerbating the disruption to residents' quality of life with increased train whistles/horns at all level crossings; and

Whereas train whistle/horns signaling and vehicular and pedestrian safety measures are regulated by external agencies to ensure that safety is maintained at all level crossings; and

Whereas other municipalities affected adversely by train whistles/horns have included requisite safety measures at level crossings in their municipalities to ensure the safety of their residents; and

Whereas the Town of Aurora Strategic Plan states that a Goal is to 'support an exceptional quality of life for all'; and

Whereas Aurora Town Council may pass By-Laws to implement train whistle/horn cessation once safety standards have been implemented at each level crossing; and

Whereas the Town of Aurora Strategic Plan states that the Town should 'work with York Region and Metrolinx to improve transit infrastructure and commuter transportation options'; and

Whereas the Town of Aurora Strategic Plan states that the Town should 'work with residents and stakeholders to manage the significant changes that will impact the Community as a result of planned investment in rapid transit'; and

Whereas Aurora Town Council has not implemented horn/whistle cessation in the past; and

Whereas circumstances warrant a review of the requirements for the assumption of risk that would result in improved quality of life for residents of Aurora;

1. Now Therefore Be It Hereby Resolved That staff report back on the processes needed to create a By-law that will result in the cessation of train whistles/horns at all level crossings in Aurora.